

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-286-89-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

5- -89

1. FROM (Agency or establishment)

Agency for International Development

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Office of International Training

3. MINOR SUBDIVISION

Planning and Evaluation Division

4. NAME OF PERSON WITH WHOM TO CONFER

Renee Poehls

5. TELEPHONE EXT.

875-1823

DATE

8/16/89

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

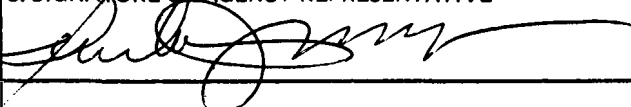
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

5/10/89

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Agency Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

The records described in this request have been scheduled under job citation NC 1 286-76-3. A change to the disposition is requested based on the following justification.

In recent years new records requirements have been instituted constituting a need for signed documents found only in PIO/P's. The Inspector General's Office requires signed documents when conducting their audits. The Internal Revenue Service (IRS) is now requiring participant trainees to file income tax returns. The PIO/P provides signed documentation to support the returns or IRS audit. To meet these requirements, it is requested that the disposition for PIO/P's (paper records) be changed to the same disposition as the project files from which they are funded.

Participant Training Files

Requested Disposition

(a) Participant training case files, containing PIO/Ps, biodata, training plans, budgets, notice of return, course records, reports, etc.

Cut off on project activity completion date. Transfer pertinent summary data to card files or computer tapes as appropriate. Destroy 3 yrs. after project activity completion date.

(AID 21, PART II, Item 26040)

AID HANDBOOK 21, Pt. II	Trans. Memo. No. 21-II:1	Effective Date October 1, 1987	Page No. - 6B-5
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Chapter 26 PROJECT ASSISTANCE RECORDS

Participant Training Files

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|-------|--|---|
| 26040 | a) Participant trainee case files, containing PIO/Ps, biodata, call forward, notice of arrival, course records, reports, etc. | Destroy all PIO/P files after participant returns and pertinent summary data is transferred to card files or computer tapes as appropriate. (NC 1 286-76-3) |
| 26050 | b) Printouts containing summary data for each trainee or training project. | Destroy upon termination of overseas office or when no longer needed, whichever is sooner. |
| 26060 | c) Computer tapes containing summary data for trainees or training project. | Destroy upon termination of overseas office or when no longer needed, whichever is sooner. |
| 26070 | d) Card files and other summary data for each trainee or training project (except computer tapes and printouts and reports described above). | Destroy upon termination of overseas office or when data is transferred to computer tapes at overseas offices, or when no longer needed, whichever is sooner. |

Project Reports Files

26080 Project Review Summary Reports

Copies of summary progress reports and related correspondence on the implementation of all projects. Included in this item are similar types of recurring reports on project implementation used at the discretion of individual missions.

Out off annually.
Destroy when 2 years old.