REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Agency for International Development, USAID/Jamaica

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Renee Foeils
Records Management Branch

5. TELEPHONE EXT. DATE
875-1823 7/1/89

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 [ ] pages 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.

Sent concurrently (GAO to notify NARA directly per telephone conversation w/ A. GAO concurrence: [ ] is attached; or [ ] is unnecessary. Ethel Forbs.)

<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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</thead>
<tbody>
<tr>
<td>32020</td>
<td>Audit Report Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35110</td>
<td>General Accounting Leggers</td>
<td></td>
<td></td>
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<tr>
<td>35170</td>
<td>Payroll preparation and processing copies</td>
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</tbody>
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In accordance with A.I.D. Handbook 21, Part II, 6G3, Menaces to Health or Property, we are requesting authorization for immediate destruction of the following records:

The above listing of files have been damaged by exposure and infestation by insects as a result of a hurricane. Attached is a copy of the cable from USAID/Jamaica requesting authorization for immediate destruction of these records.