
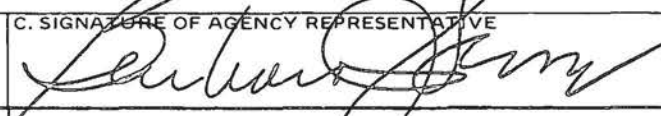


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-286-91-2	DATE RECEIVED 11-29-90
1. FROM (Agency or establishment) Agency for International Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Management Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Melita E. Yearwood	5. TELEPHONE EXT. (703)875-1962	DATE 3/11/91	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 10/30/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>S&T Project Files</u></p> <p>These files consist of documentation pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects. Files include, but are not limited to, copies of proposals, applications, agreements, contracts, interim progress reports. PIO/Ts, project papers, published and unpublished reports, and other documents and correspondence pertinent to the project.</p> <p>Original silver master microfilm and silver duplicate.</p> <p><u>Disposition:</u> Permanent. Review automated index to project data base annually and indicate closed projects. Transfer the microfiche with following images to NARA in 5 yr. blocks when most recent record is 2 yrs old. All pre-PID documents, project paper or equivalent, core official correspondence and all reports.</p>		

Copies sent to agency, NN-W, NN-T, NCF 3/14/91

7. Item No.	8. Description of Item (W/Inclusive Dates or Retention Periods)	9. GRS/ Super'd Job Cit.	10. Acti Take
2.	Computerized index to project.		<i>Withdraw</i>
	Disposition: Permanent. Transfer pertinent portion of index in ASCII or (EBCDIC) format to magnetic tape. Offer magnetic tape with all necessary documentation to NARA with corresponding project records.		
3.	All other silver master and silver duplicates.		
	Disposition: Destroy 2 yrs. after cut off.		
4.	Bureau master diazo file.		
	Disposition: Destroy 4 yrs. after termination of project, or when no longer needed, whichever is sooner.		
5.	Project officer diazo working file.		
	Disposition: Destroy upon termination of project.		
6.	Original paper copies of microfilm project records.		
	Disposition: Transfer original paper to WNRC upon verification of film. Destroy 2 yrs. after transfer.		
7.	Closed project records which have not been micro-filmed and are transferred to the Washington National Records Center.		
	Disposition: Permanent. Offer all project records to NARA. Those not accessioned, destroy immediately.		
8.	Reference copies of project documents maintained in various Agency offices.		
	Disposition: Destroy upon termination of the project.		
9.	<u>Unsolicited Project Proposals</u>		
	a. Successful proposals.		
	Disposition: File in applicable project files and apply authorized disposition as indicated in Item 1 above.		
	b. Unsuccessful proposals		
	Disposition: Cut off when project is awarded. Hold in office for 2 years, then destroy.		