REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Agency for International Development

2. MAJOR SUBDIVISION
Finance and Administration, Administrative

3. MINOR SUBDIVISION
Information Support Services, Records Mgmt. Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Renee Poehls

5. TELEPHONE
(202) 736-4748

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
7/12/93 Renee Poehls Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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</thead>
<tbody>
<tr>
<td>01250</td>
<td>Closed project Files that are not microfiched.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>PRE-PID documents, project paper or equivalent, core official documents and all reports. PERMANENT. Review automated index to project database and indicate closed projects. Transfer to National Archives when 5 years old.</td>
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<td>2.</td>
<td>All other records. Destroy at time of closeout.</td>
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