

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER *NI-286-96-1*

DATE RECEIVED *11-29-95*

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION Office of Management  
Planning and Innovation (M/MPI)

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION  
Management Consulting Division (M/MPI/MC)

DATE *1-24-96* ARCHIVIST OF THE UNITED STATES *John W. Carl*

4. NAME OF PERSON WITH WHOM TO CONFER  
Beverly Johnson  
Records Management Analyst

5. TELEPHONE  
202-736-4744

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
11/21/95	<i>Renee Poehls</i> Renee Poehls	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Organizational Files</u></p> <p>Organizational charts and reorganizational studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.</p> <p>Permanent. Cut off files annually. Hold in office for 7 years then retire to WNRC. Offer to NARA in 5-year blocks when 20 years old.</p>		
2.	<p>Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.</p> <p>Permanent. Cut off files annually. Hold in office for 7 years then retire to WNRC. Offer to NARA in 5-year blocks when 20 years old.</p>		
3.	<p>Agency histories and selected background materials. Narrative agency histories including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the Agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for convenient reference.</p> <p>Permanent. Cut off files annually. Hold in office for 7 years then retire to WNRC. Offer to NARA in 5-year blocks when 20 years old.</p>		

FEB - 7 1996 *MW* Copy to: Agency *NC F*  
*NW F* *NIA*