

**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  
Europe and the New Independent State

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Mary Ann Ball  
Management Analyst, M/AS/ISS

5. TELEPHONE  
202-736-4743

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-286-96-3

DATE RECEIVED  
5-20-96

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
2-25-97

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 3/1/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Genease Pettigrew</i> Genease Pettigrew	TITLE Division Chief, M/AS/ISS
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached.		

MAR - 6 1997 MAR

Copy to: Agency, NWRW  
NW SD

2<sup>nd</sup> copy  
C. Osgood  
10/7/97

## Europe and New Independent State

### 1. Administrative Files

This series documents the daily administrative needs and functions of the office. The series consists of files covering such subject matters as: general administrative matters, budget planning and approvals, funds accounting and general audit instructions, routine housekeeping and office supply needs, personnel related information, procurement and contracting instructions and travel guidance. The files contain incoming and outgoing correspondence (letters, memo, cables, etc.) notices, forms, reports.

Cut off at the end of fiscal year of creation. Hold in active office space for 1 year after cutoff, then retire to WNRC. Destroy when 3 years old.

### 2. Program Files

This series consists of technical subjects. Files contain documents relating to U.S. economic assistance programs within Europe and the New Independent States regions, including those being implemented by other U.S. Government Agencies with USAID financing. Including program documentation, goals, strategies, and objectives, assessments, tracking of the status of obligations, analysis reports. Correspondence consists of incoming and outgoing cables, reports, letters, memos, notices, etc.

Permanent. Cutoff at the end of fiscal year of creation. Hold in active office space for two years after cutoff, then, retire to WNRC. Transfer to National Archives when 10 years old in 5 year blocks.

### 3. Policy Files

This series consist of letters, memos, directives on U.S. Economic Assistance policy within the Europe and the New Independent States Regions. Including Briefing, follow-up reports, Congressional, GC Rulings, etc.

Permanent: Cutoff at the end of fiscal year of creation. Hold in active office for 5 years, then transfer to WNRC. Transfer to National Archives when 10 years old in 5 year block.

4. **U.S. Economic Assistance Project**

- a. Core Project Documents: Consists of Project Decision Paper, or PAAD, Interagency Coordinating Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed to the overall project.

Permanent: Cutoff after Project Activity Completion Date (PACD) and transfer to WNRC. Offer to National Archives when 10 years old in 5 year blocks.

- b. Funding Documents & Funding Mechanism: Implementation Agent Files: Records consist of project implementation orders such as PIO/Ts, PIO/Cs, PIO/Ps or other usual project funding reservation documents with the attachment of interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, contract, IQC, IAA, transfer or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with the particular funding activity.

Cutoff files after PACD, hold in office for 2 years, then retire to WNRC. Destroy 6 years after termination of Project.

- c. Reports/Implementation Reviews/Audits/Evaluations: Records consist of project monitoring, review, and evaluation documents. Others include copies of press releases, news accounts, or articles concerning the project.

Permanent: Cutoff 1 year after Project Activity Completion Date (PACD) and transfer to WNRC. Offer to National Archives when 10 years old in 5 year blocks.

**ENI Overseas Missions**

These records related to project assistance in Europe and the Independent States. Since this function is centralized in the ENI Bureau; USAID/Washington, most of the records described below are only record copies that are maintained in USAID/W and therefore are held in the offices.

5. **Overseas ENI Technical Assistance Project Files**

Copies of basic project documents and related correspondence pertaining to projects for which assistance and project coordination only was provided.

Cut off when project is completed. Destroy 1 year after project is completed.

6. Overseas ENI Missions Economic Assistance Project

Copies of basic project documents and related correspondence pertaining to projects designed, developed, and managed in ENI Regional Missions. The official files station for these records is in Headquarters, Washington. All original documents should be forwarded to ENI in Washington.

- a. Core Project Documents: Consists of Project Decision Paper, or PAAD, Interagency Coordinating Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed to the overall project.
- b. Funding Documents & Funding Mechanism: Implementation Agent Files: Records consist of project implementation order such as PIO/Ts, PIO/Cs, PIO/Ps or other usual project funding reservation document with the attachment of interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, contract, IQC, IAA, transfer or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with particular funding activity.
- c. Reports/Implementation Reviews/Audits/Evaluations: Records consist of project monitoring, review, and evaluation documents. Others include copies of any press releases, news accounts, or articles concerning the project.

Cut off when project is completed. Destroy 1 year after project completion those records which are known to be duplicative of records in ENI in Washington. Transfer the remainder of the project file to the ENI in Washington 1 year after project is completed. ENI Bureau will incorporate in official ENI/PD files for transfer to WNRC.