### REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</th>
<th>LEAVE BLANK (NARA use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASHINGTON, DC 20408</td>
<td>JOB NUMBER</td>
</tr>
</tbody>
</table>

#### 1. FROM (Agency or establishment)

U.S. Agency for International Development

#### 2. MAJOR SUBDIVISION

Bureau for Administrative Services

#### 3. MINOR SUBDIVISION

Information and Records Division

#### 4. NAME OF PERSON WITH WHOM TO CONFER

Mary Ann Ball

#### 5. TELEPHONE

(202) 71201765

#### 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached page(s) are not 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 Manuel for Guidance of Federal Agencies,

36 CFR 1228

#### 7. ITEM NO.

1. Electronic Telephone Directory

#### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. Electronic Telephone Directory see attached

#### 9. GRS OR SUPERSEDED JOB CITATION

New

#### 10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE Prescribed by NARA

115-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-91)

copy to: agency/WHMD cb 10/14/99
Electronic Telephone Directory

The Electronic Telephone Directory is a list of USAID employees for users to search for name, location, and phone number.

a. System Data

Disposition: Destroy when superseded or obsolete. (USAID Item number 16150)

b. System input:

Data obtained electronically from other related personnel system.

Disposition: Destroy when superseded or obsolete.

c. System documentation: Operator guides developed in M/IRM.

Disposition: Destroy when system is superseded or becomes obsolete.