

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	N1-286-99-2
1. FROM (Agency or establishment) U.S. Agency for International Development		DATE RECEIVED	5-28-99
2. MAJOR SUBDIVISION Bureau for Administrative Services		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information and Records Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Ball	5. TELEPHONE (202) 71201765	DATE	ARCHIVIST OF THE UNITED STATES 10-5-99 <i>J. W. Paul</i>

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,

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

DATE 4/27/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Electronic Telephone Directory see attached	New	

copy to: agency, NWMD cbc 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Disposition: Destroy when superseded or obsolete.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Disposition: Destroy when superseded or obsolete.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Disposition: Destroy when system is superseded or becomes obsolete.