

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 28 1975	JOB NO.
DATE APPROVED	NC-286-76-2

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Agency for International Development
2. MAJOR SUBDIVISION
Office of Public Safety
3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Aletha Pearson

5. TEL. EXT.
632-9808

Date _____ Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 11 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

10/23/75
 (Date)

Stanley Holladay
 (Signature of Agency Representative)

Agency Records Management
 Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-24	IPS-IPS 23: Records relating to AID's internal Defense and public safety programs in lesser developed countries. SEE ATTACHED SCHEDULE FOR ITEM-BY-ITEM DESCRIPTION.		

Copy to Agency 6-23-76

198 items

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IPS (p. 1)

INTERNAL DEFENSE & PUBLIC SAFETY

Instructions

Use for material on public safety programs and activities to counteract threats to internal security and order in cooperating countries, control subversion, insurgency, mass violence, and disorder. Included are such matters as police administration, law enforcement methods, and other public safety services; commodity requirements for these purposes; and material on Agency-sponsored police academies (e.g., International Police Academy and Inter-American Police Academy).

- EXCEPT:
- A. For political aspects of insurgency, subversion, and other threats to internal security, see POL.
 - B. For the U.S. Military Assistance Program (MAP) and military assistance activities of other countries, see DEF 19.
 - C. For procurement and contracting, see PRC.
 - D. For training of Agency technicians, see PER 13.
 - E. For training of foreign participants in other than Agency-operated police academies, see TRG.

	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
IPS	INTERNAL DEFENSE AND PUBLIC SAFETY	General material documenting the program for internal defense and public safety in cooperating countries, including aims, objectives, approaches to the program, and program administration.	* PERMANENT	* PERMANENT
		Project Case Files. Individual project folders containing complete documentation of internal defense and public safety projects in AID-recipient countries.	* PERMANENT	* PERMANENT File completed projects separately and ship to AID/W after 3 years. Ship all folders to AID/W upon termination of post.
IPS 1	GENERAL POLICY, GUIDELINES, AND BACKGROUND	Basic program policy and long-range guideline material which cannot be filed under the more specific subjects in this outline.	* PERMANENT	* PERMANENT
IPS 1-1	Briefing Material	Briefing material and instructions to operating personnel describing objectives, techniques, and background.	* 15 YEARS	* 15 YEARS
IPS 1-2	Debriefing Material	Debriefing material, individual reports of conditions, specific problems, and accomplishments.	* PERMANENT	* PERMANENT

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IPS (p. 2)

FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
		AID/W	OVERSEAS
IPS 2 GENERAL REPORTS AND STATISTICS	General reports, data, and statistics reflecting progress in internal defense and public safety programs, which cannot be filed under the more specific subjects of this outline. Subdivide by name and date of report if volume warrants.	* PERMANENT	* PERMANENT
? IPS 2-1 Staff Reports	Individual public safety staff reports including weekly progress or activity reports.	* 15 YEARS	* 15 YEARS
? IPS 2-2 USAID Monthly Reports	Monthly public safety reports of overseas offices, filed alphabetically by country. INCLUDES CHANGES IN COMMAND AND STRUCTURE OF LOCAL POLICE FORCES, PROBLEMS AND PROGRESS IN IMPLEMENTING PUBLIC SAFETY PROGRAM.	* 20 YEARS	Originating post: 5 years. Reports from other posts: 1 year
	Procedural and instructional material regarding public safety monthly reports from overseas offices.	* DESTROY WHEN SUPERSEDED OR OBSOLETE	Destroy when superseded or obsolete.
IPS 2-3 Program Surveys	Program surveys, background, and supporting material leading to formulation of AID public safety programs in cooperating countries. Subdivide by name and date of survey or by country, if volume warrants.	* PERMANENT	* PERMANENT
? IPS 2-4 Joint Weekas	Selected Joint Weekas containing information of interest to public safety operations. File Weekas regarding a specific subject of this outline under that subject.	1 year	1 year
? IPS 3 ORGANIZATIONS AND CONFERENCES	Material describing public safety activities, meetings, and matters under consideration of international organizations and conferences, that cannot be filed under a more specific subject, in this outline. Subdivide by name of organization or name and date of meeting or conference.	3 years	5 years
IPS 4 AGREEMENTS	Agreements between the United States and foreign countries to provide public safety training and facilities which are not otherwise made a part of project files or which are not filed under one of the more specific subjects in this outline.	* PERMANENT	Destroy upon termination of overseas office
IPS 5 LAWS AND REGULATIONS	Copies of host country laws, regulations, and legal opinions concerning them, regarding internal defense and public safety which cannot be filed under the more specific subjects of this outline.	* 15 YEARS	* 15 YEARS

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IPS (p. 3)

	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
IPS 6	INTERDEPARTMENTAL COORDINATION	Correspondence, reports, and evaluative and planning material regarding coordination of overall public safety program between AID and other U.S. Government agencies. File material relating to specific projects or activities in pertinent case file.	* PERMANENT	3 years
		Information and background material on situations and conditions furnished AID by other agencies, which does not relate to AID activities.	3 years	3 years
IPS 6-1	Executive Office	Papers documenting White House views or decisions on public safety programs.	* PERMANENT	3 years
IPS 6-2	Department of State	Material regarding State Department implementation of national policy and coordination of State-AID efforts in public safety program fields. Subdivide by name of Bureau if volume warrants.	* PERMANENT	3 years
IPS 6-3	Department of Defense	Correspondence with Department of Defense relating to working agreements covering specific objectives for DOD-AID public safety efforts in cooperating countries.	* PERMANENT	* PERMANENT
		Informational material from DOD describing programs, techniques, or equipment. Subdivide by name of military department (e.g., Army, Navy, Air Force).	3 YEARS	3 YEARS
IPS 6-4	Department of Justice	Correspondence relating to Department of Justice participation in public safety programs in cooperating countries.	* PERMANENT	3 years
IPS 6-5	Treasury Department	Correspondence relating to AID-Treasury coordination in public safety programs in cooperating countries.	* PERMANENT	3 years
IPS 6-6	Other Agencies	Correspondence and related papers covering coordination of public safety activities between AID and other Government agencies, unless otherwise provided for in this schedule.	* PERMANENT	3 years
? IPS 7	COMMITTEES AND WORKING GROUPS	Informational material from, and correspondence with, committees and working groups working in Washington on public safety-related activities, policies, and objectives, which cannot be filed under the more specific subjects in this outline.	* 20 YEARS	3 YEARS

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IPS (p. 4)

	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
	IPS 7-1 National Security Council	Action Memoranda of National Security Council.	* PERMANENT	3 years
?	IPS 7-2 Special Group (CI)	Papers emanating from or exchanged with Special Group (CI).	* PERMANENT	3 years
	IPS 7-3 Interagency Police Group	Papers relating to plans or operations of the Interagency Police Group.	* PERMANENT	3 years
	IPS 8 POLICE DEPARTMENTS AND ASSOCIATIONS	Informational material and correspondence regarding plans, activities, and liaison with police departments and associations in the field of public safety, which cannot be filed under more specific subject in this outline. Subdivide by name of department or association.	* 10 YEARS	5 years
	IPS 8-1 United States	Correspondence with individual police departments in the United States concerning their assistance or interest in specific aspects of the AID public safety program.	* 5 YEARS	5 years
	IPS 8-2 Foreign	Correspondence or informational papers concerning interest or assistance of foreign police departments in the overall public safety program.	* 10 YEARS	5 years
	IPS 8-3 International	Correspondence, bulletins, or informational material from international police organizations on the general aspects of police work and public safety.	5 years	5 years
?	IPS 9 FOREIGN POLICE ASSISTANCE	Material regarding police assistance furnished cooperating countries by foreign governments other than the U.S. Subdivide by furnishing and/or receiving country if volume warrants.	* 10 YEARS	* PERMANENT
	IPS 9-1 Western Nations	Material describing type, purpose, and duration of police assistance furnished to public safety programs, by Western Nations other than United States, and AID coordination with such programs.	* PERMANENT	* PERMANENT
	IPS 9-2 Communist Bloc	Material describing police assistance of Communist Bloc governments to public safety programs.	* PERMANENT	* PERMANENT

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	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
	IPS 10 SUBVERSION AND INSURGENCY	Background material for the development of public safety programs to counter subversion and insurgency, including data supporting budget requests specifically for public safety projects or activities. Subdivide by country if volume warrants.	* PERMANENT	* PERMANENT
		For political aspects of subversion and insurgency and for overall control measures, see POL.		
?	IPS 10-1 Intelligence	Intelligence reports furnished AID by U.S. Government sources.	1 year	5 years
?		Intelligence reports furnished by cooperating country and other governments, and international police authorities, used as background for Agency programs.	* 20 YEARS	* 20 YEARS
		Intelligence communications furnished AID as information addressee.	3 months	3 months
	IPS 10-2 Communist Activity	Reports, analyses, and evaluations of Communist activity for subversion or insurgency in cooperating countries or regions.	* PERMANENT	* PERMANENT
?	IPS 11 MILITARY COORDINATION	Material regarding host countries' military coordination with their own civil police departments.	5 years	5 years
		For military assistance programs, see DEF 19.		
		For the broad coordination of internal security plans and forces, see POL 23.		
?	IPS 11-1 Paramilitary	Material regarding paramilitary activities of governments of cooperating countries.	* 10 YEARS	5 years
?	IPS 11-2 Military Police	Material regarding military police coordination.	5 years	5 years
	IPS 12 POLICE ADMINISTRATION	Material regarding the organization, administration, and management of cooperating country police departments.	* PERMANENT	* PERMANENT
	IPS 12-1 Records and Identification	Descriptive files and correspondence on records and identification techniques.	* PERMANENT	* PERMANENT
	IPS 12-2 Statistics	Descriptive material and correspondence on crime statistics techniques.	* PERMANENT	* PERMANENT

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FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
		AID/W	OVERSEAS
IPS 12-3 Budget	Descriptive or evaluative material and correspondence relating to host country police department budgets.	* 20 YEARS	*20 YEARS
IPS 12-4 Training Requirements	Reports, evaluations, and inventories of training requirements of police departments in cooperating countries.	*20 YEARS	* 20 YEARS
IPS 12-5 Personnel	Material describing police department personnel systems in cooperating countries. For other cooperating country government personnel administration, see PUB 5.	* 20 YEARS	*20 YEARS
IPS 12-6 Communications	Correspondence, descriptive and evaluative material on police communications. IN COOPERATING COUNTRIES.	* 20 YEARS	* 20 YEARS
IPS 12-7 Custodial Functions	Correspondence, descriptive and evaluative material on police custodial functions. IN COOPERATING COUNTRIES.	* 20 YEARS	* 20 YEARS
IPS 12-8 General Services	Correspondence, descriptive and evaluative material on police general services, IN COOPERATING COUNTRIES, INCLUDING PROPERTY CONTROL.	* 20 YEARS	* 20 YEARS
IPS 13 POLICE OPERATIONS	GENERAL Descriptive material and correspondence regarding police operations in cooperating countries.	*20 YEARS	* 20 YEARS
IPS 13-1 Traffic Control	Descriptive material and correspondence regarding traffic control operations in cooperating countries. For traffic engineering in urban development planning, see SOC 4-6.	* 20 YEARS	* 20 YEARS
IPS 13-2 Police Patrol	Descriptive material and correspondence relating to police patrol operations in cooperating countries.	* 20 YEARS	* 20 YEARS
IPS 13-3 Investigations	Descriptive material and correspondence relating to cooperating countries police operations in criminal, security, and administrative investigations, interrogation, lie detector tests, etc.	* PERMANENT	* PERMANENT
IPS 13-4 Criminal Laws and Procedures	Copies of cooperating country laws and procedures, including information on and analyses of sociological aspects of criminal laws and procedures.	* PERMANENT	*PERMANENT

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	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
	IPS 13-5 Juvenile Delinquency	Information on rate, type, and trends of juvenile delinquency in cooperating countries.	* 20 YEARS	* 20 YEARS
	IPS 14 INTERNAL ORDER	Informational documents, analyses, evaluations, and descriptive data and correspondence regarding <u>police activities</u> in maintaining internal order and protecting essential facilities and prominent persons in cooperating countries. For military operations and overall control measures, see POL.	* PERMANENT	* PERMANENT
	IPS 14-1 Riot Control	Descriptive material and correspondence on riot control and control of mass violence in cooperating countries.	* 20 YEARS	* 20 YEARS
	IPS 14-2 Border Control	Descriptive material and correspondence regarding land and sea border control in cooperating countries.	* 20 YEARS	* 20 YEARS
?	IPS 14-3 Guerilla-Bandit Control	Descriptive materials and correspondence on guerilla, bandit, and population movement control in cooperating countries.	* 20 YEARS	* 20 YEARS
	IPS 14-4 Bomb Disposal	Descriptive material and correspondence on cooperating country bomb disposal methods and procedures.	* 20 YEARS	* 20 YEARS
	IPS 14-5 Civil Defense	Descriptive material and correspondence on cooperating country civil defense and police participation in disaster control.	* 20 YEARS	* 20 YEARS
	IPS 14-6 Immigration Services	Descriptive material and correspondence on immigration services in cooperating countries.	* 20 YEARS	* 20 YEARS
	IPS 14-7 Customs Control	Descriptive material and correspondence on cooperating country customs control.	* 20 YEARS	* 20 YEARS
?	IPS 14-8 Physical Plant Security	Descriptive material and correspondence on cooperating country physical plant security for factories, railways, oil fields, and other plant facilities.	* PERMANENT	* PERMANENT
	IPS 14-9 VIP Security	Descriptive material, correspondence, and reports on police activities in cooperating countries to insure protection of prominent persons.	* 20 YEARS	* 20 YEARS
	IPS 15 POLICE LABORATORY	Correspondence, data, analyses, and evaluations of police laboratory facilities, methods, and effectiveness in cooperating countries.	* 20 YEARS	* 20 YEARS

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FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
		AID/W	OVERSEAS
IPS 15-1 Firearms Identification	Descriptive material and correspondence on firearms identification and ballistics.	* 20 YEARS	* 20 YEARS
IPS 15-2 Legal Medicine and Toxicology	Descriptive material and correspondence on legal medicine and toxicology.	* 20 YEARS	* 20 YEARS
IPS 15-3 Photography	Descriptive material and correspondence on police laboratory photography.	* 20 YEARS	* 20 YEARS
IPS 15-4 Chemistry	Descriptive material and correspondence on police laboratory chemistry.	* 20 YEARS	* 20 YEARS
IPS 15-5 Instrumentation	Descriptive material and correspondence on police instrumentation.	* 20 YEARS	* 20 YEARS
IPS 15-6 Questioned Documents	Descriptive material and correspondence on police laboratory handling of questioned documents, including counterfeiting and handwriting analysis.	* 20 YEARS	* 20 YEARS
IPS 16 ? SPECIAL POLICE PROBLEMS	Material on special police problems in cooperating countries, which cannot be filed under IPS 11, 12, 13, or 14 above. Subdivide by type of activity.	* 20 YEARS	* 20 YEARS
IPS 16-1 ? Narcotics Control	Descriptive material, reports, and evaluations of narcotics control activities in cooperating countries.	* PERMANENT	* PERMANENT
IPS 16-2 Police Dogs	Descriptive material on use of police dogs in cooperating countries.	* 20 YEARS	* 20 YEARS
IPS 17 PENOLOGY	Descriptive material and correspondence on cooperating countries' concepts and practices of penology, prison administration, and parole systems.	* 20 YEARS	* 20 YEARS
IPS 18 FIRE PREVENTION AND CONTROL	Descriptive material and correspondence on fire prevention and control, including forest fire fighting, in cooperating countries.	* 10 YEARS	* 10 YEARS
IPS 19 COMMODITIES	Papers regarding internal defense and public safety materials used in cooperating countries. Subdivide by name of commodity if volume warrants.	* 20 YEARS	* 20 YEARS
IPS 19-1 Special Development	Material regarding development of special commodity needs, including research and invention documentation as related to public safety in cooperating countries.	* 10 YEARS	* 10 YEARS
IPS 19-2 Stockpiling	Descriptive material, inventories, and other data on public safety commodity and materials stockpiles.	10 years	10 years

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	FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
			AID/W	OVERSEAS
IPS 20	ECONOMIC AND SOCIAL SUPPORT	Correspondence and general material regarding economic and social support for technical aid in internal defense and public safety objectives.	*10 YEARS	*10 YEARS
IPS 20-1	Civic Action	Descriptive material and correspondence regarding use of civil police of cooperating countries for economic and social activities.	*PERMANENT	*PERMANENT
IPS 21	INTERNATIONAL POLICE ACADEMY (IPA)	Planning papers, correspondence, and reports which document the concepts, objectives, and organization of the International Police Academy. Maintain IPA material as a separate case file, using the following tertiary breakdowns, if volume warrants.	*PERMANENT	*N. A. DAYS
IPS 21-1	Laws and General Policy	Copies of U.S. laws, their analysis and interpretation, and written policies affecting the International Police Academy.	*PERMANENT	N.A.
IPS 21-2	Reports and Statistics	Summary reports and statistics relating to the training program and operation of the International Police Academy.	*PERMANENT	N.A.
IPS 21-3	Inter-Agency Police Group Advisory Committee on Training	Material documenting the organization, membership, and major recommendations of the Interagency Police Group Advisory Committee on Training.	*PERMANENT	N.A.
IPS 21-4	Administrative Management	Material relating to administrative management of IPA, including academy buildings, space, administrative equipment, and correspondence procedures.	5 years	N.A.
IPS 21-5	Budget and Fiscal	Routine budget planning documents and fiscal papers covering normal expenditures for academy operations and administration.	4 years after end of FY concerned.	N.A.
IPS 21-6	Personnel and Staffing	Material regarding authorized strength and staffing patterns for IPA - U.S. technicians, instructors, guest instructors, consultants, observers, etc. For Agency personnel, see PER. For Agency staffing functions, see ADM 10.	*10 YEARS	N.A.

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IPS (p. 10)

FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
		AID/W	OVERSEAS
IPS 21-7 Planning Requirements	Estimates of number of students to attend IPA courses, requests for space and quarters, arrival information, and class schedules.	5 years	5 years
IPS 21-8 Courses	Documentation of the title, content, and duration of specific IPA courses. Subdivide by name and date of specific courses. Maintain case files separately by project number.	* PERMANENT	5 years
IPS 21-9 Off-Center Instruction	General material regarding academy instruction given at locations away from the Academy.	5 years	N.A.
IPS 21-10 Participant Affairs	Procedures and instructions regarding participant selection and processing.	* PERMANENT	5 years
IPS 21-11 Training Aids	Examples of booklets, instruction sheets, or other devices used as training aids in IPA.	* PERMANENT	Destroy when superseded or obsolete; return any remaining to AID/W (OPS) upon termination of overseas office.
IPS 21-12 Technician Orientation	Material designed to furnish orientation to technicians at IPA including material furnished overseas offices specifically for public safety pretraining orientation. Includes training of U.S. technicians.	* PERMANENT	Destroy when superseded or obsolete, or upon termination of overseas office.
IPS 21-13 Training Utilization	Followup and evaluation studies and related correspondence concerned with determination of effectiveness and use of International Police Academy training. Subdivide by name of course or graduating group and year.	* PERMANENT	* PERMANENT
IPS 21-14 Public Relations	The academy's information program for graduates and host country police departments. Includes formal press releases, promotional brochures, and newsletters of the Academy. Draft materials, stocks of publications, and promotional materials.	* 10 YEARS AFTER CLOSE OF ACADEMY	3 years Destroy when superseded or obsolete.

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IPS (p. 11)

FILE CLASSIFICATION	DESCRIPTION OF RECORDS	RETENTION PERIOD	
		AID/W	OVERSEAS
IPS 21-15 Travel and Visits	Papers regarding travel, transportation, and TDY of participants, technicians, and instructors or visitors to IPA.	4 years after end of FY in which dated.	5 years
IPS 22 (RESERVED)			
IPS 23 TRAINING AIDS ?	Books, translations, films, and other media used for public safety participant and technician training, apart from International Police Academy programs.	* 10 YEARS	Destroy when superseded or obsolete; return any current material to AID/W (OPS) upon termination of overseas office.
	Correspondence between AID/W, overseas offices, and foreign country, governments regarding logistics, supply, and inventory matters for training aids.	3 years	3 years
	For IPA training aids, see IPS 21-11.		