

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED JAN 2 1976	JOB NO.
DATE APPROVED	NC1-286-76-3

1. FROM (AGENCY OR ESTABLISHMENT)
Agency for International Development

2. MAJOR SUBDIVISION
Office of Management Operations

3. MINOR SUBDIVISION
Communications and Records Management Division (MO/CRM)

4. NAME OF PERSON WITH WHOM TO CONFER
Aletha Pearson

5. TEL. EXT.
632-9808

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-30-76
 Date *James E. O'Neil*
 acting 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 9 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.

Stanley Halliday
 Chief, MO/CRM

(Date) _____ (Signature of Agency Representative) _____ (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>TRG - TRG 13: Records covering Agency activities, policies and procedures relating to the training of foreign nationals of recipient countries of U. S. foreign aid.</p> <p>See attached schedule for item-by-item description of records.</p> <p>AID permanent records will be offered to NARS when the related records of the Department of State are offered. At the present time this is when the records are from 25 to 30 years old. <i>R. Davis, NCO, 27 Apr 76</i></p> <p>AID inactive records are usually sent to FARC within 3 years after cut-off or close of file. <i>R. Davis, NCO, 27 Apr 76</i></p>		

Copy to Agency + NCW 4-1-76

100 items

4E

TRG (p. 1)

TRAINING

Instructions

This category covers Agency activities, policies, and procedures related to the training of cooperating-country nationals, including selection of participants, planning and implementation of their training courses, follow up to assure optimum utilization of training, and evaluation of the training program as a whole.

Maintain case files of participant or training projects as a separate file group, arranged alphabetically by name of participant or by project number.

For training programs for Agency employees, see PER 13.

NOTE: Retention periods cited in this category apply only to records maintained by the Office of International Training in AID/W and to the division maintaining official files of the participant training program in overseas offices. With the exception of material pertaining to administrative matters such as commodities and contracts and overall policy, planning and program documentation, which are filed under other appropriate subject outlines in this Handbook, all other offices destroy material on participant training when no longer needed for reference.

EXCEPTION: Files of the International Police Academy relating to public safety training programs (terminated in 1974) are official AID files.

FILE CLASSIFICATION	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		<u>AID/W</u>	<u>OVERSEAS</u>
TRG 1	Substantive policy, planning, program and evaluative material documenting the development of methods and procedures for implementation of the participant training program, not filed elsewhere in the TRG category.	PERMANENT	Destroy when obsolete
2	Routine administrative and evaluative correspondence regarding any phase of participant training program. File separately from substantive policy, planning and program material.	5 years	5 years

2.

b.

FILE CLASSIFICATION	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		AID/W	OVERSEAS
TRG	Participant trainee case files, containing PIP/Ps, biodata, call forward, notice of arrival, course records, reports, etc., filed by PIO/P number:		
3	a. One selected file per year for each training field (e.g., agriculture, education, health, etc.)	PERMANENT <i>Destroy when 20 yrs old.</i>	Overseas offices destroy all PIO/P files after participant returns and pertinent summary data is transferred to card files or computer tapes, as appropriate.
4.	b. Files for all V.I.P.'s and potential professional/political leaders.	PERMANENT <i>Destroy when 20 yrs old.</i>	EXCEPT: Overseas offices involved in training third country participants from other countries may destroy related PIO/P files at mission discretion.
5.	c. Files for all outstanding participants whose achievements are an asset to their country and a testimony to the success of AID programs.	PERMANENT <i>Destroy when 20 yrs old.</i>	
6.	d. Participant project files of Inter-American Police Academy documenting each public safety training project, description of course, attendees, instructors, etc.	PERMANENT <i>Destroy when 20 yrs old.</i>	
7.	e. All others	5 years	
8.	Computer tapes and Printouts containing summary data for each trainee or training project.	PERMANENT	Destroy upon termination of overseas office
9.	Card files and other summary data for each trainee or training project (except computer tapes and printouts and reports described elsewhere in this outline).	Destroy upon transfer of data to computer tapes	Destroy upon termination of overseas office or when data is transferred to computer tapes at overseas office
10.	Copies of participating agency service agreements and conformed copies of contracts with colleges and universities or professional societies which serve to document arrangements for participant training.	PERMANENT <i>Destroy when 5 yrs. old.</i>	Dispcse with pertinent case file
TRG 1 ALLOWANCES	11. Material regarding training allowances for expenses, maintenance, books, travel, equipment and supplies.	5 years	5 years

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TRG (p. 3)

a.

b.

FILE CLASSIFICATION:	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		AID/W	OVERSEAS
TRG 2 AREA OF TRAINING	12. Surveys, data, and evaluative reports regarding the geographical area where training is accomplished, including criteria for selection of training sites, and procedures applicable to each locale.	PERMANENT	Destroy when obsolete.
TRG 2-1 Host Country	13. Papers regarding procedures for implementing host country training, including information and evaluations on facilities.	PERMANENT	Destroy when obsolete.
TRG 2-2 Third Country	14. Correspondence and reports relating to policy and procedures on third country training.	PERMANENT	Destroy when obsolete.
	15. Case files of agreements with national governments for third country training facilities.	PERMANENT	PERMANENT
	16. Records of Mission in country giving third country participant training covering facilities, programs, and overall operations.	N.A.	10 years
	17. Monthly Report on Third Country Training, U-137, containing information on third country training of participants, including name of contractor, date of arrival, field and type of training, country and duration of training and program completion.	5 years	3 years
	18. "AID Participants Trained Exclusively in Third Countries," annual statistical summary report containing information by area, country of origin and field of training.	PERMANENT	3 years
TRG 2-3 United States	19. Papers regarding policy on training in the United States.	PERMANENT	Destroy when obsolete.
TRG 3 CONFERENCE ATTENDANCE	20. Papers regarding conferences attended by participants in connection with training programs, indicating number in attendance, dates, places, and itineraries.	2 years	2 years
	File papers regarding individual participants in participant's case files.		

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TRG (p. 4)

2. b.

FILE CLASSIFICATION:	DESCRIPTION OF RECORDS:	RETENTION PERIOD AID/W	OVERSEAS
TRG 4 COURSES	<p>21. Material describing training courses available to participants, including prospectuses.</p> <p>EXCEPT: For material regarding Public Safety training courses, see IFS 21-8. For issuances, notices and publications re. training courses, see TRG 10.</p> <p>If volume warrants, case file by technical activity covered by the courses (e.g., agriculture, community development, education, public safety, etc.). Material may be further broken down by title of course, if desired. File material on special programs tailored to the needs of individual participants and approval by Mission and cooperating country in the participant or project case file.</p>	5 years	Destroy when obsolete.
TRG 5 DURATION	22. SER/IT Correspondence file: American professional societies.	5 years	n.A.
TRG 6 EVALUATION	23. Papers regarding length of training programs and guidelines on desired starting and terminal dates.	5 years	5 years
TRG 7 FACILITIES	24. Completed questionnaires, Reports and studies used to evaluate effectiveness of training methods and techniques in specific fields of activity, country, or overall participant training program. Case file by individual evaluation study or project if volume warrants.	PERMANENT	Destroy when obsolete.
	25. a. Policy, procedural and evaluative material	PERMANENT	Destroy when obsolete.
	26. b. Routine and administrative correspondence.	5 years	5 years
	27. Case files for individual facilities, arranged alphabetically by name of facility, field of activity or location.	PERMANENT <i>Destroy when 20 yrs old.</i>	Destroy when obsolete

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TRG (p. 5)

FILE CLASSIFICATION:	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		AID/W	OVERSEAS
TRG 7 FACILITIES (cont'd)	28. Report on Contracts, made by team leaders or managers of participant groups concerning industries or agencies visited.	5 years	N.A.
TRG 8 FOLLOWUP OF PARTICIPANTS	<p><i>Correspondence and related materials</i> Policy and procedural material regarding <i>Destroy when 20 yrs old.</i> methods to assure continuing contact with participants after training to develop their maximum potential.</p>	PERMANENT	Destroy when obsolete
	30. "Returned Participants Follow-Up Activities", annual report no. U-418, containing a summary of all significant followup activities carried out during the reporting period on returned participants.	PERMANENT	10 years
	31. Monthly "Returned Participant Follow-Up Data", report no. U-1380/6.	1 year	1 year
TRG 8-1 Commendations	<p>32. Papers regarding the presentation of commendations, certificates of achievement, etc., and arrangements for presentation.</p> <p>For coverage of presentation ceremonies, see INF 8.</p> <p>File copies of commendations or certificates in participant case files.</p>	1 year	1 year
TRG 9 PROCESSING	<p>33. Policy, procedures, and guidance papers regarding processing of individual participants, including preparation of biodata forms; issuance of work books, etc.</p> <p>34. Operating files accumulated in the performance of general services, including arrangements for visas, security clearances, maintenance allowance, transportation, health and accident insurance, and other incidental services.</p>	PERMANENT	<p>Destroy when obsolete.</p> <p>5 years</p> <p>5 years or destroy when obsolete.</p>

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TRG (p. 6)

a.

b.

FILE CLASSIFICATION:	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		AID/W	OVERSEAS
35. TRG 9-1 Authorization	Papers regarding policy, procedures, and guidance in preparation and use of PIO/P's.	PERMANENT	Destroy when obsolete.
36. TRG 9-2 Orientation and Reception	Files regarding policy, procedures, and guidance on Mission predeparture briefing, port of entry and reception procedures, and orientation in country of training.	PERMANENT	Written procedures originated by overseas office: PERMANENT Other: 6 months after use ceases,
37. TRG 9-3 Special Provisions	(1) Files regarding policy, procedures, and guidance in participant and dependent travel, purchases, ownership and operation of automobiles, income tax exemptions, interpreter services, insurance, waiver of visa requirements, and handling of illness and death cases.	PERMANENT	2 years
38. Case files containing copy of contracts and biodata of individual interpreters.	(2) <i>Participant Services policy & procedure files</i>	PERMANENT	after completion of assignment 5 years or upon N.A.
39. Case files containing letters of assignment, vouchers and payroll information for individual interpreters.		PERMANENT	1 year after completion of assignment N.A.
TRG 9-4 Visa Lists	40 Visa lists of names of participants authorized for entry into the United States.	2 years after return of all participant ^s on list.	1 year after close of FY in which issued.
TRG 10 TRAINING NOTICES	41 Participant Training Directories, newsletters, and other issuances prepared for use of participants, SER/IT, and other AID staff:		
	41.a. Record copy	PERMANENT	N.A.
	42. Distributed copies.	Destroy when obsolete.	Destroy when obsolete.
TRG 11 SELECTION	43 Policy and procedural papers regarding criteria for selection of participants, including security clearances, academic requirements, etc.	PERMANENT	Destroy when obsolete.
	44. Routine control records used in participant trainee security clearance.	Destroy upon return of participant	N.A.

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a. TRG (p. 7)
b.

FILE CLASSIFICATION:	DESCRIPTION OF RECORDS:	RETENTION PERIOD	
		AID/W	OVERSEAS
TRG 11 SELECTION (cont'd)	Case files in overseas offices of biodata, English tests, etc., used in selection or cancellation of candidates:		
	45. a. Selected participants	N.A.	Transfer to participant case files.
	46. b. Candidates not selected	N.A.	5 years
TRG 11-1 Language	47. Participant English Testing and Training Report, Report Control Symbol U-1380 , annual, summarizing all English language testing and training activities carried on for participants by or under the direction of the Mission.	PERMANENT	5 years
	U-1380/7		
TRG 11-2 Medical Examinations	48. Papers regarding scheduling and arranging for facilities to provide for medical examinations for participants, including requirements for medical clearance, which are not filed in PIO/P folders.	5 years	5 years
TRG 12 SPONSORS	Material regarding training of cooperating country nationals under other than direct Agency administration and/or financing:		
	49. a. Policy and procedural material regarding AID involvement	PERMANENT	Destroy when obsolete.
	50. b. Other	5 years	5 years
	For scholarships and fellowships, see EDU 5.		

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TRG (p. 8)

2. b.

<u>FILE CLASSIFICATION:</u>	<u>DESCRIPTION OF RECORDS:</u>	<u>RETENTION PERIOD</u>	
		<u>AID/W</u>	<u>OVERSEAS</u>

- | | | | | |
|---|--|--|--|--|
| 5 | TRG 12-1 Contractors | 51. Policy and procedural
Papers regarding development and administration of participant training incidental to Agency technical service contracts.

For contracts with organizations to provide training to participants, see PRC instruction B.

For general liaison and relations with such organizations, see TRG 7. | PERMANENT | Destroy when obsolete. |
| C | TRG 12-2 Independently Financed Training | 52. Papers regarding training arranged or administered by the Agency but financed from other sources. | PERMANENT
<i>Destroy when obsolete</i> | Destroy when obsolete. |
| = | TRG 13 TRAINING AIDS | 53. Examples of training aids developed by the Agency, including books, translations, audiovisual, and other training media.
Subdivide by type if volume warrants. | PERMANENT | PERMANENT, if developed by overseas offices. Destroy those received from AID/W when obsolete. |
| = | | 54. Examples of training aids furnished by sources outside AID. | Destroy when obsolete. | Destroy when obsolete. |