

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

17 Nov 81

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
JOB NO	NCL-286-82-1
DATE RECEIVED	November 17, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	2-19-82 <i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**AGENCY FOR INTERNATIONAL DEVELOPMENT**

2. MAJOR SUBDIVISION  
**SER/WO/CRM**

3. MINOR SUBDIVISION  
**SER/WO/CRM/RMB**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Effie A. Hunter**

5. TEL EXT  
**235-2934**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>7/6/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Aundrae M. Teague</i> <b>Aundrae M. Teague</b>	E. TITLE <b>Agency Records Management Officer</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b><u>FOREIGN DISASTER ASSISTANCE</u></b></p> <p><b><u>ADMINISTRATIVE FILES</u></b></p> <p>This series documents the daily administrative needs and functions of the Office. The series consist of files covering such subject matter 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, memos, cables, etc.), notices, forms, reports, etc. Document classification and file maintenance is in accord with AID Handbook 21, Part III instructions with files being in an alphanumeric format. The file media is paper.</p> <p>This Office is not considered to be the office of record for any of the subject matter contained in this series. The files are of short term usage with the greatest use being within three months of filing. Some periodic reference, usually once or twice annually, is made to the previous years files - rarely is reference made beyond the second year.</p>		<i>7 items</i>

MDL not necessary.

Closed Out. 3-4-82: K.F.D.  
Copy to Agency, NCW, NNA, & NNG

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*NA  
2 years*

2

Disposition: Cutoff file at the end of the fiscal year of creation. Hold in active office space for one year after cutoff then retire to the Washington National Records Center, ~~for two additional years. Destroy three years after cutoff.~~

**DESTROY WHEN 3 YEARS OLD**

PROGRAM FILES:

This series consist of technical subjects. Files contains documents relating to disaster assistance in cooperating countries, that coordinate with International Organization U.S. Voluntary Agencies, and U.S. Private Sector, Correspondence consist of Incoming and Outgoing cables, Reports letters, memos, notices etc.

Document classification and file maintenance is in accord with AID handbook 21, Part III, An alphanumeric format.

This Office is considered the office of record of the subjects matter contained in this series.

PERMANENT

*Fiscal*  
DISPOSITION: Cutoff at the end of the ~~calendar~~ year of creation. Hold in active office space for 2 years after cutoff. Retire to WNRC. ~~Destroy ten (10) years after cutoff.~~ Offer to NARS when 10 yrs old in 5 YR. blocks. (Vol.-about 30 cu.ft.; 3 cu.ft./yr.)

*NA  
2 years*

3

POLICY FILES:

This series consist of letters, memos, directives, etc, on OFDA's policies on natural disasters. Includes congressional guidelines, GC rulings, etc.

*fiscal*  
DISPOSITION: PERMANENT, Cutoff at the end of ~~calendar~~ year of creation make office copy and send originals to WNRC.

Offer to NARS when 10 yrs old in 5 YR. blocks. (Vol.-about 1 cu.ft.; 1/2 in./yr.)

*NA  
2 years*

4

PROJECT FILES:

a. Declared disaster file contains documents relating to disaster assistance in cooperating countries. Records consist of such items as disaster declarations, request for assistance, newspaper clippings, news bulletins, project implementation orders (PIO/C's, PIO/T's), Contracts, reports situation reports, and correspondence of letters, memos, cables on disasters that coordinate with International Organizations, U.S. Voluntary Agencies and U. S. Private Sector.

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

44  
29 Jun 82

44  
29 Jun 82

5

FOREIGN DISASTER ASSISTANCE  
PERMANENT  
 Disposition: Cutoff at the close of disaster. Hold 2 years in the file station transfer to WNRC. ~~Destroy 10 years after cutoff.~~ Offer to NARS when 10 yrs. old in 5 yr. blocks. (Vol. - about 40 cu. ft.; 3 cu. ft./yr.)  
 b. Undeclared disasters occur when "disaster" situations exist but are not officially recognized as disasters by the American Ambassador to the cooperating country. Undeclared disaster file contains documents relating to other agency assistance in cooperating countries. The files consist of correspondence such as cables, letters, memos, and reports.  
 Disposition: Cutoff at the close of disaster Hold 2 years in file station transfer to WNRC. ~~Destroy 5 years after cutoff.~~  
 DESTROY WHEN 5 YEARS OLD

NON RECORD MATERIAL:  
 This series consist of Technical Reference Material and Reference Material.  
 a. Technical Reference material would be documents such as maps, drafts, library, museum and stock of publications, etc.  
 Disposition: Destroy when obsolete or has been superseded.  
 b. Reference Material would be documents such as, obsolete directives, extra copies, chron copies, manual orders, notices, reading file, suspense files, routing slips, etc.  
 Disposition: Destroy when no longer needed.

*Amendments made by RD/Skins, NCD, per conv. no. A. Tenzel, AID, 29 Jun 82.*