

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

115 Dec 21/81

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

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

2. MAJOR SUBDIVISION
Bureau for Management & Budget

3. MINOR SUBDIVISION
Communications & Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Aundrae M. Teague
Agency Records Management Officer

5. TEL EXT
235-2935

LEAVE BLANK	
JOB NO NC1-286-82-2	
DATE RECEIVED December 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-1-82</i> Date	<i>Robert M. Wang</i> Archivist of the United States

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 -4- 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 12/15/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Aundrae M. Teague</i>	E. TITLE Agency Records Management Officer
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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>CHRONOLOGICAL FILES: Files of extra copies of specific types of documentation maintained primarily for ease-of-use as ready-reference sources of information. Files are usually maintained in chronological order by serialization number or date of issuance. Files are considered to be working files and as such do not have lasting value. Previous files of this records group were taken into consideration during development of this schedule, therefore, this schedule applies to all files of this records group, past, present or future. Provisions of this schedule may be applied retroactively to all current and predecessor Agency files as described herein.</p> <p>TELEGRAM FILE Chronological files consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally maintained by serial number by point of origin and are kept, for the most part, as a source of easy reference. For existing files, this description and schedule shall be deemed to include those chronological files of airgrams as may be in existence.</p> <p>A. <u>AID/Washington Communications Center Master File</u> The master file of all telegraphic correspondence sent and/or received by the Agency. In addition to being</p>		

115-107
MDCS attached. 44

Closed Out: 2-4-82: R.T.D.
Copy to WNRC & Agency

9 items

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a reference point for the Communications Center message analysts, this file also receives considerable use for investigations, background studies, and research. After the Communications Center, the primary users are the Office of the General Counsel and the Office of the Inspector General. To a lesser degree, the Bureau staffs also use these files. Most use and/or need for access occurs within the first seven years of the file life.

~~PROPOSED DISPOSITION:~~ Cut off at the end of the calendar year, retire to the Washington National Records Center three months after cutoff. ~~Destroy after January 1 of the beginning of the eighth year after cutoff.~~

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GRS 14/36

DESTROY WHEN 7 YEARS OLD

B. AID/Washington Offices

Files maintained in the individual offices of the Agency's Washington headquarters. Files are maintained as "easy reference" files.

~~PROPOSED DISPOSITION:~~ Cut off at the end of the calendar year, retain in active office space, ~~for not more than one additional year then destroy.~~ In all instances, do not retire. ~~Destroy when no longer needed.~~ **1 year old or sooner if no longer needed for reference.**

N.R.

C. USAID Offices - Communications & Records Office

(1) Telegrams exchanged between the AID/Washington headquarters and the overseas office. Copies of these telegrams can be located in the Communications Center Master File.

~~PROPOSED DISPOSITION:~~ Cut off at the end of the calendar year, retain in active office space, ~~for not more than one additional year then destroy.~~ In all instances do not retire to Washington storage, ~~destroy when no longer needed.~~ **Destroy when 1 year old or sooner if no longer needed for reference.**

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(2) Telegrams exchanged between overseas offices

(a) Incoming telegrams received from other overseas offices.

~~PROPOSED DISPOSITION:~~ Cut off at the end of the calendar year, retain in active office space, ~~for not more than one additional year then destroy.~~ In all instances do not retire to Washington storage, ~~destroy when no longer needed.~~ **1 year old or no longer needed for reference sooner if**

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(b) Outgoing telegrams exchanged with other overseas offices. Washington is not an addressee.

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2.	<p>These are Agency master files of the same order as those maintained by the Communications Center in Washington. They serve the same purposes and are used by representatives of the same primary user offices.</p> <p>PROPOSED DISPOSITION: Cut off at the end of the calendar year, retain in active office space for one additional year then retire to the Washington National Records Center. Hold at WNRC for six additional years. Destroy after January 1 of the beginning of the eighth year after cut off.</p> <p>D. All Other USAID Offices DESTROY WHEN 7 YEARS OLD</p> <p>Incoming and outgoing telegraphic correspondence files maintained by the individual overseas offices as "easy reference" files.</p> <p>PROPOSED DISPOSITION: Cut off at the end of the calendar year, retain in active office space, for not more than one additional year then destroy. In all instances, do not retire. Destroy when no longer needed. 1 year old or sooner if no longer needed for reference.</p> <p>GENERAL CORRESPONDENCE FILE</p> <p>Chronological files consisting of letters, memoranda, and other, nontelegraphic, communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.</p> <p>A. AID/Washington Offices</p> <p>NOTE: This schedule does <u>not</u> include those correspondence chron files maintained by or for the immediate offices of the following Agency executives: the Administrator, the Deputy Administrator, the Assistant Administrators, and the Directors of Offices that report direct to the Administrator. The correspondence chron files of those offices will be covered by the individual office schedules.</p> <p>PROPOSED DISPOSITION: Cut off at the end of the fiscal year, retain in active office space, for not more than one additional year then destroy. In all instances, do not retire. Destroy when no longer needed. 1 year old or sooner if no longer needed for reference.</p> <p>B. USAID Offices - Communications & Records</p> <p>This office normally maintains the master file of correspondence - the file that would include the exchanges with the various offices of government of the host country.</p>	<p>ADM 8-611d GRS 1/36</p> <p>N.R.</p> <p>N.R.</p>	

Request for Records Disposition Authority – Continuation

JOB NO

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	<p>PROPOSED DISPOSITION: Cut off at the end of the fiscal year, retain in active office space for six additional months, then retire to local storage facilities for an additional eighteen months, then destroy. In all instances, do not retire to destroy when no longer needed. <i>Washington.</i></p> <p>C. <u>USAID Offices - All Other</u> DESTROY WHEN 2 YEARS OLD</p> <p>NOTE: This schedule does <u>not</u> include those correspondence chron files maintained by or for the immediate office of the USAID Director or other Principal Officer at each overseas post. The correspondence chron files of those offices will be covered by the individual office schedules.</p> <p>PROPOSED DISPOSITION: Cut off at the end of the fiscal year, retain in active office space, for not more than one additional year then destroy. In all instances, do not retire, destroy when no longer needed. <i>1 year old or sooner if no longer needed for reference.</i></p> <p><i>Revisions made for clarification by RD Meise, NCO, 28 Jan 82.</i></p>	<p><i>n.r.</i></p> <p><i>n.r.</i></p>	