

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

<b>LEAVE BLANK</b>	
JOB NO  NCL-286-83-1	
DATE RECEIVED Revised 2-4-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-28-83 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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**

3. MINOR SUBDIVISION  
**Office of Management Planning**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Robert E. Gibson**

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 2 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>Feb. 4, 1983</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Aundrea M. Teague</i> <b>Aundrea M. Teague</b>	E. TITLE <b>Agency Records Management Officer</b>
--------------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>HANDBOOK CASE FILE</u></p> <p>This series documents the historical development of the Agency's Handbooks. The Handbooks are the medium for publishing Agency policies and operating procedures. The file is maintained in paper form by individual Handbook number. Each file can contain all or any part of the following: background information in the form of notes, memos, letters, legal opinions, etc.; AID directive system issuance (change) request; draft comments; signature draft; final draft; printing request; and a copy of the printed and issued product.</p> <p>The current file volume is sixty two (62) cubic feet and has an estimated build-up rate of two (2) plus cubic feet per year. The file receives frequent use by the office staff responsible for directing the Handbook issuance program. File is used as a historical resource of early or previously superceded policy and/or procedure. This depth of information is not duplicated elsewhere within the Agency.</p>		<i>3 items</i>

*115-27*  
*copy to*  
*Agency*  
*Nov 29, 1983*

*NAF NCLW*  
*NAF*

**MASS DATA CHANGE SHEET NOT REQUIRED**

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p>DISPOSITION: Close file upon issuance of the next supersession. Move to inactive file and hold in active office space for one additional year then retire to the Washington National Records Center (WNRC). Destroy when 20 years old. (GRS-16, Item 1b)</p> <p><u>HANDBOOK MASTER SET</u></p> <p>This series contains the Agency's master set of Handbook issuances. It is comprised of two sets of files, both maintained by numeric sequence in loose-leaf binders. The one set is a compilation of Handbook change issuances, beginning with the first issuance that initiated transition from Manual Order to Handbook series in 1974. This set documents the historical evolution of Agency policies and procedures. The second file is a compilation of Transmittal Memoranda (TM) that are used with each change issuance. A primary purpose of the TMs is to state and explain the reason for the change. Together, these files constitute the codified record of Agency policy and procedure direction since inception. File volume is 12 cubic feet at present and there is an estimated annual accumulation of one-half cubic foot. This is the only such record in the Agency.</p> <p>DISPOSITION: PERMANENT. Break file every five years. Hold in active office space for two years after file-break, then retire five year block (for instance 1974 - 1978) to WNRC. Offer to the National Archives and Records Service in five year blocks when 20 years old. (GRS-16, Item 1a)</p>		
3	<p><u>HANDBOOK REFERENCE SETS</u></p> <p>This series covers the published Handbooks that are maintained by the various Agency offices. The Handbooks are working documents and are used as reference or guidance material. They are maintained in loose-leaf binders by Handbook number. These issuances duplicate the record copy which is maintained by the Office of Management Planning.</p> <p>DISPOSITION: Destroy superseded material as directed by new issuances. Upon termination of the office, return all Handbooks to the Distribution Branch, Publications Management Division, M/SER/MO, for reissue. (GRS-23, Item 6)</p>		