

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-286-83-2
DATE RECEIVED	1-14-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-4-83 <i>Date</i>	<i>John H. [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 Africa

3. MINOR SUBDIVISION
Office of the Assistant Administrator (AA/AFR)

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Robert 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 1 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 <i>1/10/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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>The files maintained by this office are chron files dated 1979 to current. They are used as reference by the Bureau Head. Files consist of extra copies of miscellaneous correspondence such as telegrams and letters that are prepared by other AFR offices for the Assistant Administrators signature. The complete official file is maintained by the originating office in date order by discrete document or in date order with documents co-mingled.</p> <p>Disposition: Cut off files at end of each fiscal year. Retain in active office space for three additional years. Then destroy.</p>		

115-104
Cheryl
29 Feb 83
144
Agency copy sent
8 Feb 83
144
NCW

MASS DATA CHANGE SHEET NOT REQUIRED