REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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  
235-2934

5. TEL EXT

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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

Agency Records Management Officer

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1

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.

Disposition: Cut off files at end of each fiscal year. Retain in active office space for three additional years. Then destroy.

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-114

MASS DATA CHANGE SHEET NOT REQUIRED