

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-286-83-3	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 2-4-83	Archivist of the United States <i>[Signature]</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 PROGRAM MANAGEMENT RESOURCES

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 1/10/83	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 align="center">OFFICE OF THE DIRECTOR</p> <p>GENERAL SUBJECT FILES:</p> <p>This series documents the day-to-day activities of the office. Document classification and file maintenance is in accord with AID Handbook 21, Part III instructions. Subject matter covers such areas as administration, budget, personnel, travel, program policy, procurement, general housekeeping and the various technical sectors such as agriculture, education, health, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matter and such.</p> <p>DISPOSITION: Close file at end of the fiscal year. Hold in active office space. Destroy when three (3) years old.</p>		
2	<p>GENERAL CORRESPONDENCE CHRON FILE:</p> <p>Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file.</p>		<i>4 items</i>

115-107 *agency copy sent*
closed 9 Feb 83
29 Feb 83 *NCU*

MASS DATA CHANGE SHEET NOT REQUIRED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>DISPOSITION:</u> Close file at end of the fiscal year. Destroy when one (1) year old or sooner if no longer needed for reference.</p> <p><u>TELEGRAM CHRON FILE:</u></p> <p>Extra copies of Agency telegrams maintained in chronological order. Used as easy reference files.</p>	NC1-286-82-2 Item 2A	82-2
4	<p><u>DISPOSITION:</u> Close file at end of the calendar year. Destroy when one (1) year old or sooner if no longer needed for reference.</p> <p><u>STAFFING PATTERNS:</u></p> <p>This series consists of a collection of personnel staffing compilations. Three different compilations (by AOSC code, alphabetical name, and unit staffing) are published each month. Each report runs from 158 to 329 pages on the average. These records, which duplicate the official record copy in M/PM, are used for reference and planning purposes.</p> <p><u>DISPOSITION:</u> Destroy when six (6) months old. Do not retire these records.</p>	NC1-286-82-2 Item 1B	82-2