

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-286-83-4	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>Regional Controllers Staff AFR/PMR/RCS</p> <p><u>GENERAL SUBJECT FILES</u></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, 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><u>DISPOSITION:</u> Close file at end of the fiscal year. Hold in active office space. Destroy when (3) three years old.</p>		
2	<p><u>GENERAL FINANCIAL FILES</u></p> <p>This series deals with financial management functions of the Africa Bureau. It covers such subjects as: the annual budget submission, budget expenses, funding limits, background justification and expenses, country development strategy statements, monthly operating reports, etc. It contains such forms as: Request for Budget Allowance, Annual Budget Submission forms, Request for Operational Year Budget Change, Project Implementation Orders/Technical</p>		<i>[Signature]</i>

115-107
closed Agency copy sent 27 Feb 83 14 NCU

MASS DATA CHANGE SHEET NOT REQUIRED

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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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
	<p>Services, Travel Authorizations and Advice of Budget Allowances.</p> <p><u>DISPOSITION:</u> Cut off files at end of the fiscal year. Hold in active office space. Destroy when (3) three years old.</p>		
3	<p><u>GENERAL CORRESPONDENCE CHRON FILE</u></p> <p>Extra copies of general correspondence (letters, memos, etc) maintained in chronological order and used as an easy reference file.</p> <p><u>DISPOSITION:</u> Close file at end of fiscal year. Destroy when one (1) year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 2A	
4	<p><u>TELEGRAM CHRON FILE</u></p> <p>Extra copies of Agency telegrams maintained in chronological order, used as easy reference files.</p> <p><u>DISPOSITION:</u> Cut off at the end of calendar year. Retain in active office space destroy when one (1) year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 1B	