

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-286-83-5

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-11-83
Date

[Signature]
Archivist of the United States

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 3 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

[Signature]

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

OFFICE OF THE EXECUTIVE MANAGEMENT STAFF (AFR/PMR/EMS)

GENERAL SUBJECT FILES:

This series documents a miscellany of subjects not covered elsewhere in this office's records. The majority of subjects covered are administrative in nature and the files are used for short term (1-2 years) reference. The files are maintained chronologically within folders with individual folders allotted to discrete subjects such as: saving bond campaign; health plans; travel; budget; taxi reimbursement; etc. Folder content consists of copies of letters, memos, cables, notices, printed matter, preprinted forms, etc.

DISPOSITION: Cut off file at end of fiscal year. Retain in active office space for additional two years then destroy. Do not retire these files.

GRS 23
Item 1

2

PERSONNEL FILES:

This series of files, maintained by employee name, is used by this office in performance of its personnel functions for the Bureau. The

6 Items

115-107
*Copy to Agency 16 Feb 83
NCW*

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
	<p>files contain copies of printed forms such as AID 4-520 (Personnel Action) and AID 5-8 (Travel Authorization), letters, cables, memos, etc., each of which pertains to the individual. These files duplicate information contained in the Official Personnel File which is maintained in the Office of Personnel Management (M/PM).</p> <p><u>Disposition:</u> Close the file when employee leaves the Bureau. Destroy one year after closing.</p>	GRS 1, Item 18a	
3	<p><u>EMPLOYMENT APPLICATIONS:</u></p> <p>Files of unsolicited applications for employment which have been submitted direct to the Bureau. Folders contain 3-4 applications each with each application consisting of transmittal letter and resume. Folders are maintained by number which is keyed to a name index. File is used as a resource in locating potential employees when vacancies occur.</p> <p><u>DISPOSITION:</u> Close file at end of fiscal year. Retain in active office space for 2 more years then destroy. Do not retire these files.</p>	GRS 1, Item 15	
4	<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 historical reference and planning purposes.</p> <p><u>DISPOSITION:</u> Cutoff at end of calendar year. Retain in active office space 3 years, then retire to WNRC for 7 years. Destroy when no longer needed.</p> <p><u>TRANSFER TO ERC NOT AUTHORIZED.</u></p>	RLS/PER/19	
5	<p><i>Amended by Dr. Klein per A. League, AIO 8/26/79</i></p> <p><u>TELEGRAM CHRON FILES:</u></p> <p>Extra copies of Agency telegrams maintained in chronological order. Used as "easy reference" files.</p> <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>	NC1-286-82-2 Item 1B	

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
6	<p><u>GENERAL CORRESPONDENCE CHRON FILE:</u></p> <p>Extra copies of general correspondence (letters, memos, and so forth) maintained in chronological order and used as "easy reference" files.</p> <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>	NCl-286-82-2 Item 2A	