

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCL-286-83-6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

Richard W. Ware
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 Regional Affairs

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>Dundra M. League</i>	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) OFFICE OF THE DIRECTOR	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<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 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> <p>DISPOSITION: 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	<i>5 items</i>

115-107 Copy to agency 16 Feb 83 KH

MASS DATA CHANGE SHEET NOT REQUIRED

check 29 Feb 83 KH

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<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> 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	
4	<p><u>REFERENCE MATERIAL:</u></p> <p>This file consists of copies of allotment requests, allotment telegrams, obligation telegrams, reports, etc. It is used as a ready reference for funding information.</p> <p><u>DISPOSITION:</u> Close file at end of the fiscal year. Hold in active office space. Destroy when three (3) years old or sooner if no longer needed for reference.</p>		
5	<p><u>PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T) REFERENCE FILE:</u></p> <p>This file contains copies of all PIO/Ts prepared by AFR/RA staff and is used as a cross reference to official obligation records. The official records are with the projects.</p> <p><u>DISPOSITION:</u> Close file at end of the fiscal year. Destroy when three (3) years old or sooner if no longer needed for reference.</p>		