

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

101-286-83-7

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-2-83  
Date

*Robert M. May*  
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 <u>1/10/83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. May</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><u>TECHNICAL STAFF</u> <u>PROJECT FILES:</u> <i>Working</i></p> <p>This series of case filed records contains documents relating to projects requiring the advice and assistance of the Technical Staff. The file is not a complete project history that is maintained in the Project Division. The file is maintained in numeric order by unique project number. Within the file can be found any or all of the following: project identification document (PID); project paper (PP); project authorization; project agreement (ProAg); project implementation orders (PIO/C,/T,/P); contracts; amendments to the foregoing; general correspondence, both telegraphic and non-telegraphic; audits; reports and evaluations. All of these documents, and more, document the initial concept, the approved design, the successes and/or failures of the individual project. The office uses these files to monitor development efforts, as a background resource for long-term planning, for measuring financial inputs, and for answering queries from within and without the Agency.</p> <p>DISPOSITION: Close file at termination of the project. Retain in active office space for 2 years after closing, then retire to WNRC. Destroy when 5 years old.</p>		<i>2 items</i>

115-107 *Copy to agency 5/6/83*

*New sent out 6/6/83 by DMM* **MASS DATA CHANGE SHEET NOT REQUIRED**

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p><u>TECHNICAL REFERENCE FILES:</u></p> <p>This series contains documents pertaining to technical applications and developments in various areas such as education, health, population, social science, livestock, etc.</p> <p><del>DISPOSITION: Close file at end of fiscal year. Hold in active office space. Destroy when three (3) years old.</del></p> <p><i>Review Annually, Destroy material of no further reference value.</i></p>	<p><i>GRS 23 Item 6</i></p>	