

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-286-83-14	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 2-15-83	Archivist of the United States <i>Peter M. ...</i>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT) *v*
Agency for International Development

2. MAJOR SUBDIVISION *v*
Bureau for Africa

3. MINOR SUBDIVISION *v*
Office of Project Development

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Gibson

5. TEL EXT *v*
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>Dundee M. ...</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><u>General Subject Files</u></p> <p>This series documents the day to day activities of the office. Subject matter covers such areas as Administration, personnel, travel, procurement, general house-keeping, 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 three (3) years old.</p>		
2	<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 the fiscal year. Destroy when one (1) year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 2A	<i>5 items</i>

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>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. 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	
4	<p><u>Personnel File</u></p> <p><u>Employment Applications</u></p> <p>Files of unsolicited applications for employment which have been submitted directly to the Branch. Folders contain resumes of applicants.</p> <p><u>Disposition:</u> Close file at end of fiscal year retain in office space for two years then destroy.</p>	GRS-1 Item 15	
5	<p><u>Temporary Duty File (TDY)</u></p> <p>This series contains records of individuals traveling TDY within the Africa Region.</p> <p><u>Disposition:</u> Close file at end of fiscal year. Retain in active office space for two (2) more years then destroy. Do not retire these files.</p>		