

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |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 <i>11/10/83</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dundee M. ...</i> | E. TITLE Agency Records Management Officer |
|----------------------------|---|---|

| 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> | | |