

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

LEAVE BLANK

JOB NO

NCL-286-83-15

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-18-83  
Date

*Robert E. Gibson*  
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 Project Development

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>Dundee 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)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>PROGRAM SUPPORT STAFF</u></p> <p><u>General Subject Files</u></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, Procurement, etc.</p>	GRS 23/1	
2	<p><u>Project Status/Tracking System Reporting</u></p> <p>This series documents the monitoring of the status and tracking of projects in the Africa Region some of the documents found in this file are; policy data inventory, project status reports, weekly status reports, project accounting information system reports, etc.</p>		5 items

*Agency copy sent 23 Feb 83*  
*new*

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><u>Disposition:</u> Close file at end of fiscal year. Hold in active file for one (1) additional year, retire to Washington National Retirement Center. Destroy when five (5) years old.</p>		
3	<p><u>Chron Files</u></p> <p>Incoming and Outgoing telegrams maintained as easy reference files.</p>		
	<p><u>Disposition:</u> Cutoff at the 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 Files</u></p> <p>This series of files maintained by employee name is used by this office in its performance of its personnel functions. The files contain position descriptions and other related papers, letters, cables and memos that pertain 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 file when employee leaves the Bureau. Destroy one year after closing.</p>	GRS-1 Item <i>ka</i>	
5	<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 reference and planning purposes.</p> <p><u>Disposition:</u> Destroy when six (6) months old. Do not retire these records.</p>	RCS/PER/19	