

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO

NC1-286-83-16

1. FROM (AGENCY OR ESTABLISHMENT)

Agency for International Development

DATE RECEIVED

1-14-83

2. MAJOR SUBDIVISION

Bureau for Africa

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION

Office of Technical Resources

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Gibson

5. TEL EXT

235-2934

5-11-83

Date

Paul W. Wang
Archivist of the United States

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

Donald W. League

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

Chronological Files (Telegrams)

Extra copies of Agency telegrams maintained in chronological order. Used as easy reference files.

Disposition: 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.

NC 1-286-82-2
Item 1B

2

General Correspondence Chron Files

Extra copies of general correspondence (letters, memoranda, etc.) maintained in chronological order and used as an easy reference file.

Disposition: Close file at end of the fiscal year. Retain in active office space. Destroy when one (1) year old or sooner if no longer needed for reference.

NC1-286-82-2
Item 2A

3

General Subject Files

This series documents the day to day activities of the offices and deals with a variety of subjects of the

*Copy to Agency
1/14/83*

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
4	<p>technical divisions such as: Agriculture, Rural Development, Health and Nutrition, Population, Engineering, Environmental concerns, River Basin Development, etc.</p> <p><u>Disposition:</u> Cutoff file at end of the fiscal year. Retain in office space for additional two years then destroy. Do not retire these files.</p> <p><i>working</i> <u>Project Files</u></p> <p>These files contain documents relating to projects requiring the advice and assistance of the technical divisions, such as requests for assistance, problem statements, PIOs, contracts, study reports and correspondence. These files, for the most part duplicate files found in the projects division.</p> <p><u>Disposition:</u> Close file at termination of project. Retain for one (1) year. Then destroy.</p>		
5	<p><u>Unsolicited Proposal Files</u></p> <p>This file consists of proposals and supporting papers received from individuals and outside contractors.</p> <p><u>Dispositions:</u> (a) <u>Successful Proposals</u>, file in contract file.</p> <p><i>Amended to R. Lewis, M.D. Per A. Teague, AID, 9 May 83</i> (b) <u>Unsuccessful Proposals</u>, cutoff file at close of fiscal year in which proposal was rejected. Retain for one (1) year then destroy.</p>	GRS 3/6	(1) Proposals for which a contract is initiated. DESTROY when related contract is completed. (2) Proposals for which no contract is initiated. DESTROY when 1 year old.
6	<p><u>Technical Papers (Published/Unpublished)</u></p> <p>These are scientific, technical, academic and professional journals and reports containing state of the art information pertinent to the programs funded by the Africa Bureau. These papers should be reviewed at intervals or less <i>annually</i>, those that are no longer current should be discarded, not retired.</p> <p><u>Disposition:</u> Review at (5) year intervals <i>annually</i>. Destroy when no longer current or in use for technical reference.</p>	GRS 23/6	