

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

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 Management**

3. MINOR SUBDIVISION

**Office of Contract Management**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert Gibson**

5. TEL EXT

**235-2113**

|  |                                |
|--|--------------------------------|
| LEAVE BLANK  |                                |
| JOB NO   | NCL-286-84-2                   |
| DATE RECEIVED  | 11-2-83                        |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |                                |
| WITHDRAWN  |                                |
| Date   | 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Aundrae M. Teague</i><br><b>Aundrae M. Teague</b> | E. TITLE<br><b>Agency Records Management Officer</b> |
|---------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-------------|---|---------------------|------------------|
| 1           | <p><b>OFFICE OF THE DIRECTOR M/SER/CM</b></p> <p><b><u>Non Competitive Procurement Review Board Files</u></b></p> <p>This series documents activities of the non competitive Review Board (N.P.R.B.). These activities involve justifications for noncompetitive procurement. The series mainly consist of applications for noncompetitive procurement and the rationales for the approval/disapproval of these applications. Other documents which may be found in this series are Project Implementation Orders (PIO/ ), PIO/T (Technical Services), PIO/C (Commodities), and PIO/P (Participant Training). Minutes of NPRB Meetings. This is the office of record for the series.</p> <p>DISPOSITION: Cut off file at end of the fiscal year of creation. Hold in active office space. Destroy when 3 years old.</p> |                     | WITHDRAWN        |
| 2           | <p><b><u>General Administrative Files</u></b></p> <p>This series is used in the daily operation of the office and includes a variety of subjects. Some of which are: Memos and letters, directive (such as: OMB circulars)</p>  |                     |                  |

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
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| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | <p>Interagency conferences, congressional briefings, meetings, staffing, A.I.D. University contracts, position descriptions, forms, floor plans, G.A.O. reviews of implementation of A.I.D. projects, etc. Copies of contracts are filed elsewhere in the Division.</p> <p>DISPOSITION: Destroy when 2 years old or when no longer needed, whichever is sooner.</p>   | GRS 23<br>Item 1           |                     |
| 3              | <p><u>Telegram Chron Files</u></p> <p>Consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally maintained by serial by point of origin and are kept for the most part, as a source of easy reference.</p> <p>DISPOSITION: Cut off at the end of the calendar year, retain in active office space. Destroy when 1 year old or sooner, if no longer needed for reference.</p>                         | NC 1-286-82-2<br>Item 1 B  |                     |
| 4              | <p><u>General Correspondence Chron File</u></p> <p>Chronological files consisting of letters, memoranda, and other nontelegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as easy reference files.</p> <p>DISPOSITION: Cut off at the end of the fiscal year. Retain in active office space. Destroy when 1 year old or sooner, if no longer needed for reference.</p> | NC 1-286-82-2<br>Item 2 A  |                     |