

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RF 286</i>	
DATE RECEIVED 23 AUG 1973	JOB NO. 11-174E 10
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 "with-drawn" in column 10.	
Date <i>9-7-73</i>	<i>James B. Rhoads</i> Archivist of the United States

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Agency for International Development

2 MAJOR SUBDIVISION
Technical Assistance Bureau

3 MINOR SUBDIVISION
Office of Science and Technology

4 NAME OF PERSON WITH WHOM TO CONFER
Aletha Pearson

5 TEL EXT
632-0092

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8/21/73
(Date)

Linwood A Rhoads
(Signature of Agency Representative)

Agency Records Management Officer
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>SCIENCE AND TECHNOLOGY</u>		
1.	<p>SCT 1 General Policy, Plans, and Programs Master set - obsolete as well as current - of the formal policy and procedures issuances, such as orders, regulations, circulars, manuals, and other types of directives issued by the Office of Science and Technology. Correspondence, memoranda, reports, and studies relating to the formulation and approval of the scientific and technology programs and their coordination with the other AID programs.</p> <p>Include general policy material, strategy reviews, action plans for application of science and technology not filed under more specific subject file categories.</p> <p>a. Headquarters: permanent. b. Field: dispose at termination of mission.</p>		
2.	<p>SCT 2 Narrative and Statistical Reports General science and technology reports and documents not filed under more specific subject headings. Include annual narrative and statistical reports.</p> <p>a. Headquarters: permanent b. Field and non AID materials: 5 years.</p>		

39 items

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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
3.	<p>SCT 3 Organizations, Committees, and Meetings General organizational items not filed under more specific file subjects. Include agenda and minutes of AID/OST staff meetings.</p> <p>Subdivide by name of organizations or committee (e.g. White House Advisor, National Bureau of Standards, World Bank, etc.).</p> <p>Headquarters: If AID/OST is involved: permanent If AID/OST is not involved: 5 years</p> <p>Field: 5 years</p>		
4.	<p>SCT 4 Research</p> <p>Case files containing scientific and technical research reports and related data: permanent</p> <p>General Correspondence, data and evaluative material on research centers and laboratories: 5 years.</p>		
5.	<p>SCT 5 Science and Engineering</p> <p>Studies, surveys, and analyses prepared by technical staff or offices, which have potential research value in scientific and engineering fields. Include subject policy, plans, and programs correspondence.</p> <p>a. Headquarters: permanent. b. Field: 5 years.</p> <p>General correspondence on science and engineering:</p> <p>a. Headquarters: 10 years b. Field: 5 years.</p>		
6.	<p>SCT 6 National Science Policy</p> <p>Studies and analyses of host country policy and programs for utilizing science and technology for country development. Include subject policy, plans, and programs correspondence.</p> <p>a. Headquarters: permanent. b. Field: dispose at termination of mission.</p>		

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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
	<p>General correspondence and memoranda relating to host country science and technology program: 10 years.</p>		
7.	<p>SCT 7 Scientific and Technical Information Host country requirements for scientific information, data, reports, publications, information exchange; acquisition, processing and use of technical information; facilities and skills.</p> <p>a. Headquarters: permanent b. Field: 5 years.</p>		
8.	<p>SCT 8 Technology Transfer Materials on assistance to host countries in adopting modern technologies, when it cannot be filed under a specific technical assistance category.</p> <p>a. Headquarters: 20 years. b. Field: 5 years.</p>		
9.	<p>SCT 9 Natural Resources Studies and evaluative materials on management, development and utilization of host country natural resources, including water, land, minerals, etc. Renewable and non-renewable resources.</p> <p>a. Headquarters: permanent b. Field: dispose at termination of mission.</p> <p>General correspondence and memoranda of a general nature on host country's natural resources: 5 years.</p> <p>SCT 9-1 Assessments and Surveys Collection and appraisal of resource data; survey techniques: 5 years.</p> <p>SCT 9-2 Resource Management Documentation on measures to promote control, development and systematic management of resources; legal measures; conservation of resources.</p> <p>a. Headquarters: 10 years b. Field: 5 years.</p>		

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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
	<p>SCT 9-3 Resource Utilization Communications and studies on resource utilization to further economic development: 5 years.</p>		
10.	<p>SCT 10 Marine Science and Fisheries Correspondence, memoranda, reports, studies, and data on marine science and fisheries policies, plans, and programs: Headquarters: Permanent Field: 5 years routine administrative General correspondence and/evaluative/material: 5 years.</p>		
11.	<p>SCT 11 Forest Technology Correspondence, memoranda, reports, studies, and data on host country programs for more effective management and use of forestry resources. Policy, plans and programs documentation: Headquarters: Permanent; Field: 5 years General correspondence, evaluation and administrative documentation: 5 years.</p>		
12.	<p>SCT 12 Public Works Technology Correspondence, memoranda, reports, studies, and data on assistance in reducing building and construction materials. Policy, plans, and programs documentation: Headquarters: Permanent; Field: 5 years routine General correspondence, evaluative, and administrative documentation: 5 years.</p>		
13.	<p>SCT 13 Housing Technology Correspondence, memoranda, reports, studies, and data on innovative approaches to reducing costs, improving performance, and utilizing local materials and labor in the construction of housing and related community buildings in developing countries. Policy, plans, and programs: Headquarters: Permanent; Field: 5 years routine General correspondence, evaluative, and administrative documentation: 5 years.</p>		

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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
14.	SCT 14 Computer Technology Reports, correspondence and surveys on applications of computer technology to host country development needs, computer data processing systems; investment, manpower and training requirements. a. Headquarters: permanent. b. Field: 5 years.		
15.	SCT 15 Communications Technology Reports and studies on low-cost telecommunications requirements; radio and television systems; educational applications; communications satellites. a. Headquarters: permanent. b. Field: 5 years.		
16.	SCT 16 Transportation Technology Reports and studies on host country efforts to expand transportation technology. a. Headquarters: permanent. b. Field: 5 years.		
17.	SCT 17 Industrial Technology Reports and surveys on industrial standards, Industrial Research Institutes, National Productivity Centers. a. Headquarters: permanent. b. Field: 5 years. Correspondence and memoranda on attempts by host country to expand industrial base, small-scale industry, etc.: 5 years.		
18.	SCT 18 Remote Sensing Technology Studies and evaluative materials on applications of remote sensing technologies, such as aircraft and satellite imagery to resource development. a. Headquarters: permanent b. Field: 5 years. SCT 18-1 Earth Resource Survey Program (ERSP) Correspondence, memoranda, reports, studies and data on the Earth Resource Survey Program. Policy, plans and program documentation: Headquarters: Permanent; Field: 5 years		

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19.	<p style="text-align: center;">routine</p> <p>General correspondence, /evaluative and administrative materials: 10 years.</p> <p>SCT 19 Environmental Protection Surveys and studies on control and abatement of earth, water and air pollution; assessing undesirable effects on modern technologies on the environmental safeguards.</p> <p>a. Headquarters: permanent b. Field: 5 years.</p> <p>Correspondence and memoranda of a general nature relating to environmental protection: 5 years.</p>		
20.	<p>SCT 20 Education and University Orientation Studies and surveys on encouraging more effective orientation of LDC*university, science and engineering programs to development needs: 5 years. *Less Developed Countries</p>		
21.	<p>SCT 21 Energy Development Correspondence, memoranda, studies, reports, and data on geothermal, low power energy, nuclear energy, and solar energy. Policy, plans, and programs documentation: Headquarters: Permanent; Field: 5 years routine General correspondence, /evaluative, and administrative files: 5 years</p>		
22.	<p>SCT 22 Laws, Regulations, and Agreements. Reports and studies on legislative programs on legal matters pertaining to science and technology.</p> <p>a. AID originated documentation: Headquarters: Permanent Field: Dispose at termination of mission</p> <p>b. Others: destroy upon completion of administrative use.</p>		