

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-454-84-1	DATE RECEIVED 10-05-84
1 FROM (Agency or establishment) Inter-American Foundation		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Administration and Finance			
3 MINOR SUBDIVISION General Service Office			
4 NAME OF PERSON WITH WHOM TO CONFER Cynthia R. Freeman	5 TELEPHONE EXT 703/841-3871	DATE Nov 25, 84	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10/1/84	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Cynthia R. Freeman</i>	D TITLE Support Services Specialist
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<u>Closed Out Projects</u> - This material relates to the function of approving and administering specific projects in the Inter-American Foundation. It contains valuable information that documents IAF history, programs and accomplishments. It has continuing research value. Annual accumulation: 20 cu. ft Permanent. Cut off projects at end of fiscal year in which project is completed or terminated, hold six months at IAF and retire to FRC. Transfer to National Archives in 5 year blocks when 10 years old.	NCL-454-84-1 Item 1	
2	<u>Rejected/Withdrawn Projects</u> - Same as closed out projects. It has continuing research value. Annual accumulation: 8 cu ft. Permanent rejected cut off project proposals at end of fiscal year in which proposal is withdrawn or rejected, hold at IAF for six months and retire to FRC. Transfer to National Archives in 5 year blocks when 10 years old.	NCL-454-84-1 Item 2	
3	<u>Accounting Files</u> - These records are used as posting and control media, subsidiary to the general and allotment ledgers. They contain valuable information in original and copy form. Disposal: Destroy when 3 years old.	G.R.S. 7/4a	

addition of GRS citation in item 3 per telephone conv. w/ Cynthia Freeman, 11/5/84