

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-487-91-1

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

DATE RECEIVED

12-28-90

1. FROM (Agency or establishment)

African Development Foundation

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Public Affairs Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Caroline Byrd
~~TOLKOFF, Nech~~

(202)673-3916

7/6/92

[Signature]

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 4 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

OCT 9 1991

Caroline Byrd
[Signature]

Records Officer
Public Affairs Office

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1.

STILL PICTURES

Photographs of ADF Projects and Other Mission-Related Activities. Arranged alphabetically by country, thereunder in roughly alphabetical order by name of development project. Consists of color and black-and-white prints, negatives, contact sheets, and slides, depicting facilities and activities on and around ADF-funded project sites throughout Africa. Subjects range from demonstration of farming techniques, to activities in schools, clinics, and artisan cooperatives, to aspects of village social and cultural life. Also includes views of project participants meeting with ADF managers and African government officials, as well as related events.

Volume: 4 cu. ft. (c. 8500 slides, c. 1500 prints with corresponding negatives, and c. 500 additional images represented not with enlarged prints but with contact sheets and/or negatives)

Annual accumulation: 1.3 cu. ft.

Copies sent to agency, NAW, NNS, NNT 7/8/92

Disposition: PERMANENT. Cut off series in six-year segments (i.e., 1985-1990), and transfer each segment along with any related finding aids to the National Archives Still Picture Branch seven years after the cut-off date. Duplicate or technically inferior (i.e., out-of-focus) photographs discovered by NARA during processing will be destroyed.

2. Photographs Arising from Studies, Conferences, and Other Special Programs Related to ADF Mission.

Arranged alphabetically by name of country, or, alternatively, arranged chronologically. Includes color and black-and-white prints, negatives, contact sheets, and slides, compiled for or arising out of special ADF publications, studies, meetings, and other undertakings relevant to agency purposes and objectives. Examples: color prints of Nigerian landscapes and life, taken by nationally-renown photographer Roland Freeman under ADF contract; slides of ADF projects, compiled by outside journalists for a 1986 assessment report; and photographs of the ADF-organized conference of herders, farmers, and artisans held in Tanzania in 1989.

Does not include Roland Freeman photos. See Job. 71-487-98. 2

Volume: 1.2 cu. ft. (c. 220 prints, c. 320 slides, and c. 400 additional images represented not with enlarged prints but with contact sheets and/or negatives)

MAH
7/14/98

Annual accumulation: 0.3 cu. ft.

Disposition: PERMANENT. Transfer to National Archives Still Picture Branch when the records are ten years old. At the time of transfer, enclose with the photographs any relevant caption sheets or finding aids, or copies of any special ADF publications related to the same events. Example: enclose with the 1989 herders' conference photographs a copy of the ADF publication, Nomads' Dialogue: Development Instead of Relief. Duplicate or technically inferior (i.e., out-of-focus) photographs discovered by NARA in the course of processing will be destroyed.

3. Photographs of Office Gatherings, Receptions, Awards and Signing Ceremonies, and Related Functions (supersedes GRS 21/1)

- a. Color and black and white slides, photographic prints, negatives, and contact sheets that document significant events relating to the ADF. Includes photographs of visits to ADF offices by African dignitaries and other notable persons, and photographs of accord signings between ADF and African governments. Arranged chronologically.

Disposition: PERMANENT. TRANSFER to the National Archives when 10 years old along with all relevant caption lists or finding aids.

- b. Color and black and white slides, photographic prints, negatives, and contact sheets depicting non-mission-related office social events, or official receptions and ceremonies bearing only indirectly on ADF programs. Arranged chronologically.

Disposition: DESTROY when no longer needed.

VIDEOS

4a. Videos Documenting African Projects, Conferences, and Other Mission-Related Activities.

Straight numbering system corresponds very roughly to date of video production. Videos, generally but not exclusively in 1/2" format, document the origins and objectives of the Foundation; ADF project activities; proceedings of ADF-sponsored conferences and workshops relating to development issues; and African social, economic, and cultural life.

Volume: 3.3 cu. ft.

Annual accumulation: 0.8 cu. ft.

Disposition: PERMANENT. Transfer the original or the earliest generation of the video plus one dubbing with related indexes or finding aids to the National Archives in 5 year blocks when 5 years old.

4b. Videos Pertaining to ADF Awards, Visits, and Receptions.
(GRS 21/20)

Separated out of the numerical sequence described in 4a. Videos, generally but not exclusively in 1/2" format, relating to ADF award ceremonies; receptions for African dignitaries and other officials; and visits, of an essentially ceremonial nature, by ADF officials to Africa. Excludes visits by ADF officials to African project sites.

Volume: 1.3 cu. ft.

Annual accumulation: 0.2 cu. ft.

Disposition: DESTROY when no longer needed.

TEXTUAL RECORDS

5. General Subject File: Publications and Assorted Correspondence Relating to the Planning and Coordination of Public Relations.

Arranged alphabetically by subject (i.e., ADF Programs . . . World Affairs Council) or record type (i.e., Clips . . . Speeches), and thereunder in roughly chronological order.

and Advance, and such ADF special publications as Nomads' Dialogue: Development Instead of Relief and Fulfilling the Mandate: An Assessment Report by Three Development Journalists; press releases; press clippings pertaining to ADF and general African affairs; official biographies of and speeches by ADF officials; letters to and from other development organizations; strategy memos concerning official ADF appearances; and myriad correspondence arising out of the day-to-day public information function.

Volume: 6.4 cu. ft.

Annual accumulation: 1.1 cu. ft.

Disposition: PERMANENT. Cut off series in three-year segments (i.e., 1988-1990) and transfer each segment to the appropriate textual branch of the National Archives seven years after the cut-off date.