

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-487-91-3
1. FROM (Agency or establishment) African Development Foundation		DATE RECEIVED	2-20-91
2. MAJOR SUBDIVISION Office of the President		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Caroline Byrd Caroline Byrd	5. TELEPHONE EXT. (202) 673-3916	DATE 10/30/92	ARCHIVIST OF THE UNITED STATES Clausen [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 2 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 10/28/91	C. SIGNATURE OF AGENCY REPRESENTATIVE Caroline Byrd	D. TITLE Research Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Research and Evaluation records within the Office of the President</p> <p><u>Publications</u>. Arranged by subject. Includes <u>ADF Reports</u> which are published or unpublished research studies, grant evaluation studies, and dissertations written by recipients of fellowship grants.</p> <p>Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 10 years old.</p>		
2	<p><u>Annual Workplans</u>. Arranged by fiscal year. Highlights the fiscal year goals, priorities, and accomplishments of ADF operational units. Contains information relating to budget estimates, staffing projections, and research plans and evaluations. Includes policies and procedures memos which contains information relating to the announcement of meetings, quarterly activities, budget estimates, and policy guidelines.</p> <p>Disposition: Permanent. Transfer to the National Archives in 5 year blocks when 10 years old.</p>		

Copies sent to agency, NN-W, NNZ, N/A 11/27/92

3 Action Memos. Arranged by grant number, and thereunder by country. Action memos are concerned only with economic assistance project grants and are based on the evaluation reports provided to Evaluation program staff. The memos provide guidance and information to Office of the Sahel and West Africa and Office of Central, East, and Southern Africa administrative staff, other ADF staff, and project grant holders to help both the grantee and ADF learn from the projects, monitor the effectiveness of the projects, or make an informed decision to continue or terminate a project.

Disposition: Destroy when no longer needed.