

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

FROM (Agency or establishment)
African Development Foundation

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Caroline Byrd

5. TELEPHONE
(202) 673-3916

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-487-93-1

DATE RECEIVED
6-17-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *Acting*
10-25-93 ARCHIVIST OF THE UNITED STATES
Candy Shekemp Peters

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6-15-93	<i>Caroline Byrd</i>	<i>Records Officer for ADF</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(See attached sheets)		

Copies sent to agency, NN-W, NNT, NCF, NIA 1/1/93

1. Transcripts of Board Meetings.

Transcripts of meetings of ADF Board of Directors and the ADF Advisory Council. The Board was authorized by 22 USC 290h-5(a). The Council was authorized by law (22 USC 290h-5(e)).

Arrangement: Chronological.

Volume: Approximately 6 inches annually.

PERMANENT. Transfer to National Archives in 5 year blocks when oldest record is 10 years old. (i.e. records dated 1985-90 would be transferred in 1995.)

2. Sound Recordings of Board of Directors and Advisory Council Meetings.

Audio records of meetings of the ADF Board of Directors and the ADF Advisory Council.

PERMANENT. Transfer to National Archives in 5 year blocks when oldest record is 10 years old. (i.e. records dated 1985-90 would be transferred in 1995.)

3. Country Files.

Correspondence concerning individual countries. Records relate to topics that warrant the attention of the ADF president, such as host government relations, political climate in local areas and the desire of local leaders for grant projects in their areas. Excludes records relating to negotiation of Country Accords, which are maintained by the General Counsel.

Arrangement: Alphabetical by country.

Volume: Approximately 1 cubic foot annually.

PERMANENT. Cut off annually. Retire to Washington National Records Center when 5 years old. Transfer to National Archives when 10 years old.

4. ADF President's Intra-Agency Subject Files.

Files pertaining largely to ADF policies and programs maintained for the ADF President. Files relate to program review committee meetings, Board of Directors' meetings, correspondence with board members, news clippings, five year planning and budget estimates. Also includes routine administrative files concerning training, travel, et cetera.

Arrangement: Alphabetical by topic.

Volume: Approximately 4 cubic feet annually.

PERMANENT. Cut off annually. Retire to Washington National Records Center when 10 years old. Transfer to National Archives when 15 years old. (Routine administrative records covered by GRS 23/1 will be segregated prior to retirement to WNRC.)

5. ADF President's Organizational Subject Files.

Files containing correspondence and other records pertaining to ADF's dealings with other organizations and agencies, including the African-American Institute, the African Development Bank, Congress and the White House.

Arrangement: Alphabetical by organization.

Volume: Approximately 2 cubic feet annually.

PERMANENT. Cut off annually. Retire to Washington National Records Center when 10 years old. Transfer to National Archives when 15 years old.

6. Activity Reports.

Monthly reports to the ADF president documenting the activities of the various components of the agency.

Arrangement: Chronological.

Volume: Approximately 6 inches annually.

PERMANENT. Cut off annually. Retire to Washington National Records Center when 3 years old. Transfer to National Archives in 5 year blocks when oldest record is 10 years old. (i.e. records dated 1985-90 would be transferred in 1995.)

7. General Counsel Reference File.

Reference file accumulated by the General Counsel pertaining to ADF policy, programs, and procedures. The files are maintained solely for reference use containing information on topics of interest to the General Counsel such as copyright law, information copies of contracts, etc.

TEMPORARY. Destroy when no longer needed for reference.

8. General Counsel Subject Files.

Files consisting of delegations of authority, certain litigation case files with opinions, and original accords and agreements with various African nations, including background material.

Arrangement: Alphabetical by subject.

Volume: Approximately 2 cubic feet annually.

PERMANENT. Transfer to the National Archives when 15 years old.

9. General Counsel Case Files.

Files of routine contract dispute cases.

TEMPORARY. Destroy when 10 years old.

10. Congressional Correspondence Files.

Contains correspondence to and from members of Congress.

TEMPORARY. Destroy when 10 years old.

11. Congressional Hearings and Presentation Files.

Files pertaining to the creation of the annual "Congressional Presentation." Also includes records relating to Congressional hearings such as background information, testimony, et cetera.

TEMPORARY. Cut off annually. Retire to Washington National Records Center when 3 years old. Destroy when 10 years old.

12. Country Assessment Files.

Correspondence, memoranda and other records relating to the initial entry of an ADF program within a country (i.e. "new country entries"). Files contain information on government policies and rules regarding grass roots development, what other assistance organizations are doing in the country, how to work with the local banks and other topics.

Arrangement: Alphabetical by name of country.

Volume: Approximately 4 cubic feet annually.

PERMANENT. Cut off at close of assessment. Retire to Washington National Records Center 10 years after cutoff. Transfer to National Archives when 15 years old.

13. Special Country Assessment Files.

Correspondence, memoranda and other records relating to countries ADF has operated in for some time. Files contain analyses of reception of ADF projects by government leaders within a country, current political climate and similar files.

Arrangement: Alphabetical by name of country.

Volume: 1 cubic foot annually.

PERMANENT. Retire to Washington National Records Center 5 years after cutoff. Transfer to National Archives when 15 years old.

14. Special Planning Report Files.

Reports and related records that pertain to crucial issues relevant to ADF policy and programs. Included are reports on strategic planning, legislative intent in the ADF act, 5 year plans, planning trip reports and studies on internal issues.

Arrangement: Chronological.

Volume: Approximately 4 cubic feet annually.

PERMANENT. Retire to Washington National Records Center when 10 years old. Transfer to National Archives when 15 years old.

15. ADF History File, 1980-84.

Records that document the creation of ADF, including memoranda and correspondence to and from Congress, the White House and other key individuals who were influential in the creation of the ADF.

Arrangement: Chronological.

Volume: Approximately 1 cubic foot.

PERMANENT. Transfer immediately to National Archives.

16. Country Assessment Guide Files.

Files that pertain to administrative guidelines and procedures used by ADF assessors to conduct country assessments.

TEMPORARY. Destroy when 3 years old or when no longer needed.

17. Audio Tapes of Project Discussion Group Meetings.

The Project Discussion Group (PDG) accepts or denies grant proposals. The committee is chaired by the General Counsel. Includes audio cassettes of the meetings.

TEMPORARY. Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.

18. Letterbooks.

Copies of correspondence and memoranda written by individual staff members, as well as copies of external correspondence and ADF project award letters.

TEMPORARY. Destroy when 25 years old.

19. Grant Review Files.

Reports on grants issued bi-annually.

TEMPORARY. Destroy when 15 years old or when no longer needed, whichever is sooner.