			<u> </u>	••• <u> </u>				
REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only) JOB NUMBER				
(See Instructions on reverse)					N1-487-98-1			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 4 / 24 / 98				
1. FROM (Agency or establishment)				NOTIFICATION TO AGENCY				
African Development Foundation  2. MAJOR SUBDIVISION					In accordance wi	ith the pro	visions of 44	
Office of Program and Field Operations					U.S.C. 3303a the including amenda	e dispositi	ion request,	
3. MINOR SUBDIVISION				for items that may be marked "disposition not approved" or "withdrawn" in column 10.				
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				DA	TE ARCHIV	VIST OF TH	E UNITED STATES	
Barbara B	Blow Ken	(202) 673-3916		9	-14-98 191	491.	Carl	
6. AGENCY CERTIFICATION				<u> </u>	( )			
I hereby certify and that the re of this agency the General A Agencies,	y that I am authorized to act for ecords proposed for disposal on or will not be needed after the ecounting Office, under the pr	the attached retention perio	1 page ods species 8 of the	e(s) a fiec e G	are not now ne l; and that writ	eded for ten concu Guidano	the business urrence from	
DATE	SIGNATURE OF AGENCY REPR	IESENTATIVE	TITLE					
17 APR 98	Nathaniel Fields	antil Fields	Vice	Pr	esident -			
7. ITEM 8. [	DESCRIPTION OF ITEM AND PRO	POSED DISPOSI	TION		9. GRS C		10. ACTION	
NO.					SUPERSE JOB CITAT		TAKEN (NARA USE ONLY)	
GRA Files backg includ disbut Grant a. Of DISP out an b. El mail: DISP gener	NT FILES within the Office of Fations under the Office of the View	ce President.  Solution, such as ading correspond scellaneous ank deposit slips, after official cloears after cutoff. The death of the electrons.  The electrons when file copy is for reference or	lence,					

115-109

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REP 22 1998 MpV

copyto: agency, NWME NWMD NWCT

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## 2. GRANT CORE FILES

Files containing grant agreements, evaluations, all grant financial reports, financial close-out reports,

program close-out reports, and audit reports.

a. Official file.

DISPOSITION: Temporary. Cut off after official close-out and financial audit. Retire to FRC years after cutoff. Destroy 25 years after cutoff.

NOTE: A limited number of core case files may warrant permanent retention if they had significant political, environmental, cultural, or social impact upon individual countries or regions or if they document the historical development of the agency. Notify the National Archives and Records Administration so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized.

b. Electronic version of records created by the electronic mail and the word processing applications.

DISPOSITION: Temporary. Delete when file copy is generated or no longer needed for reference or updating, whichever 15 laker. MH 2/2/18