

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-487-98-1	DATE RECEIVED 4/24/98
1. FROM (Agency or establishment) African Development Foundation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Program and Field Operations		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Barbara Brawner</i> Barbara Brawner	5. TELEPHONE (202) 673-3916	DATE 9-14-98	ARCHIVIST OF THE UNITED STATES <i>A. W. Carl</i>

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 1 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 17 APR 98	SIGNATURE OF AGENCY REPRESENTATIVE Nathaniel Fields <i>Nathaniel Fields</i>	TITLE Vice President
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>GRANT FILES within the Office of Program & Field Operations under the Office of the Vice President.</p> <p><u>GRANT DOCUMENTATION FILES</u> Files containing all pre-project documentation, such as background information and some funding correspondence, including executed disbursements, miscellaneous disbursements, bank confirmations, bank deposit slips, Grantee receipts, etc..</p> <p>a. Official file.</p> <p>DISPOSITION: Temporary. Cut off after official close-out and financial audit. Destroy 10 years after cutoff.</p> <p>b. Electronic version of records created by the electronic mail and word processing applications.</p> <p>DISPOSITION: Temporary. Delete when file copy is generated or when no longer needed for reference or updating, whichever is later. MH 9/2/98</p>		

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 ~~10~~⁵ 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 is later. MH 9/2/98