

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**(P) Permanent**

**(T) Temporary**

ITEM	STATUS	WHY INACTIVE
1 / a	Inactive (P)	superseded by N1-420-93-001 item 1
1 / b	Active (T)	
2 / a	Active (P)	superseded by N1-420-93-001 item 5
2 / b	Active (T)	
3 / a	Active (P)	
3 / b	Active (T)	
4	Inactive (P)	superseded by N1-420-93-001 item 6
5	Inactive (P)	superseded by DAA-0420-2022-0005-0005
6 / a	Inactive (P)	superseded by DAA-0420-2022-0005-0006
6 / b	Active (T)	
7 / a	Inactive (P)	superseded by DAA-0420-2022-0005-0007
7 / b	Active (T)	superseded by DAA-0420-2022-0005-0008
8	Active (P)	
9 / a	Active (P)	
9 / b	Active (T)	
10 / a	Active (P)	
10 / b	Active (T)	
11	Active (T)	
12 / a	Active (P)	
12 / b	Active (T)	
13	Active (T)	
14	Inactive (P)	superseded by N1-420-93-001 item 7
15	Active (P)	
16	Active (P)	
17	Inactive (T)	superseded by DAA-0420-2022-0005-0023
18	Inactive (T)	superseded by DAA-0420-2022-0005-0029
19	Active (T)	
20 / a	Inactive (P)	superseded by N1-420-93-001 item 25

20 / b	Active (T)	
21 / a	Inactive (P)	superseded by N1-420-93-001 item 24
21 / b	Active (T)	
22 / a	Inactive (P)	superseded by DAA-0420-2022-0005-0026
22 / b	Active (T)	
23 / a	Inactive (P)	superseded by DAA-0420-2022-0005-0030
23 / b	Active (T)	
24 / a	Inactive (P)	superseded by N1-420-93-001 item 26
24 / b	Active (T)	
25	Active (T)	
26 / a	Active (P)	
26 / b	Active (T)	
27	Inactive (P)	superseded by DAA-0420-2022-0005-0013
28 / a / 1	Active (P)	
28 / a / 2	Active (T)	
28 / b	Active (T)	
28 / c	Active (T)	
29	Inactive (P)	superseded by N1-420-93-001 item 14
30	Active (P)	
31	Active (P)	
32	Inactive (P)	superseded by N1-420-93-001 item 9
33 / a	Inactive (P)	superseded by N1-420-93-001 item 11a
33 / b	Inactive (T)	superseded by N1-420-93-001 item 11b
34	Active (T)	
35 / a	Inactive (P)	superseded by N1-420-93-001 item 11a
35 / b	Inactive (T)	superseded by N1-420-93-001 item 11b
36 / a	Active (P)	
36 / b	Active (T)	
37 / a	n/a	filing instruction
37 / b	n/a	filing instruction
37 / c	Active (T)	
38	Inactive (P)	superseded by N1-420-93-001 item 10
39	Active (P)	
40	n/a	filing instruction
41	Inactive (T)	superseded by DAA-0420-2022-0005-0017
42	Active (T)	
43	Active (T)	
44	Active (T)	
45	Active (T)	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

**Overseas Private Investment Corporation**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Lovie Robinson**

5. TEL. EXT.

**632-8155**

LEAVE BLANK

JOB NO.

**NC 1-420-77-1**

DATE RECEIVED **14 FEB 1977**

NOTIFICATION TO AGENCY

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

**8-31-77** *James B. Rhoads*  
Date Archivist of the United States

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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<b>2/4/77</b>	<i>L. Robinson</i>	<i>Assistant</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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**RECORDS OF THE OVERSEAS PRIVATE INVESTMENT CORPORATION**

**Executive Direction Records**

1. **Board of Directors Files.** Agenda, minutes, correspondence, memoranda, reports and related materials of the Board of Directors. The Board oversees the development purposes for which OPIC was created.

a. Corporate Secretary's Files. PERMANENT. Transfer to CF when 5 years old. Offer to NARS when 20 years old.

b. Boardmembers files. DESTROY on termination of memberships or sooner if no longer useful.

2. **Investment Committee Files.** Agenda, minutes, correspondence, memoranda, reports, and related materials of the Investment Committee. The Committee reviews, evaluates, and advises the Corporation on development impact, policies, and programs.

*Chron.  
308: 1/25*

*sent to NNB-NNF-NCW-9/2/77*

*68 items*

*GC Clearance: now is Feb. 9/1977  
Henry B. Wolfe 2/9/77 Dec 2/9/77*

## Request for Records Disposition Authority—Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Secretary's Files. <u>PERMANENT</u> . Transfer to CF when 5 years old. Offer to NARS when 20 years old.	<i>Chron.</i> <i>4 ft: 1/yr</i>	
3.	<u>Advisory Council Files</u> . Agenda, minutes, correspondence, memoranda, reports, and related materials of the OPIC Advisory Council. The Council advises the Corporation President and Board of Directors on the objectives and policy of OPIC.		
	a. Secretary's Files. <u>PERMANENT</u> . Transfer to CF when 5 years old. Offer to NARS when 20 years old.	<i>Chron.</i> <i>2 ft: 1 in/yr</i>	
	b. Council members files. <u>DESTROY</u> on termination of membership or sooner if no longer useful.		
4.	<u>President's Chronological Files</u> . Chronological files of correspondence signed by the President of OPIC.  <u>PERMANENT</u> . Transfer to CF when 2 years old and to FARC when 5 years old. Offer to NARS when 20 years old.	<i>Chron.</i> <i>3 ft: 6 in/yr</i>	
5.	<u>Staff Meeting Files</u> . Agenda and minutes, with supporting papers, of high level meetings relating to substantive functions of the agency.  <u>PERMANENT</u> . Transfer to CF when 2 years old and to FARC when 5 years old. Offer to NARS when 20 years old.	<i>Chron.</i> <i>6 in: 1/2 in/yr</i>	
	<u>Administrative Records</u>		
6.	<u>Policy and Procedures Files</u> . Formal policy and procedure issuances relating to all phases of Corporate operations. (Background documentation in Item 1)  a. One record set. <u>PERMANENT</u> . Transfer to CF when one year old. Offer to NARS when 20 years old.  b. Reference file. Review annually. <u>DESTROY</u> when obsolete or superseded.	<i>alpha/subj</i> <i>6 in: 1 in/yr</i>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p><u>Organizational Charts and Directories Files.</u> Organizational charts and directories that show structural changes in the organization of OPIC.</p> <p>a. One record set. <u>PERMANENT</u>. Transfer to CF when one year old and to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>b. Remaining files. Review annually. <u>DESTROY</u> when obsolete or superseded.</p>	Chron 2 in: 1/2 in/yr	
8.	<p><u>Program Planning and Evaluation Files.</u> Case files on approved plans, policies, programs, projects, and procedures, including internal management improvement and staff development programs.</p> <p><u>PERMANENT</u>. Transfer to CF when case is closed and to FARC 3 years after closing. Offer to NARS when 20 years old.</p>	alpha/Subject 1 ft: 3 in/yr	
9.	<p><u>Budget Statement Files.</u> Budget statements (estimates and justifications) prepared at the highest level. Includes digests, briefing books, and program and financial plans.</p> <p>a. Record set. <u>PERMANENT</u>. Transfer to CF when 3 years old and to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. Other copies. <u>DESTROY</u> when 4 years old or sooner if no longer needed for administrative use.</p>	Chron/FY 2 ft: 3 in/yr	
10.	<p><u>Internal Evaluations Files.</u> Internal evaluation reports of OPIC programs and operational units measuring performance and relevance of programs and policies.</p> <p>a. Evaluation of OPIC programs and follow-up reports. <u>PERMANENT</u>. Transfer to CF when 3 years old and to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. Evaluation of operational units. Transfer to CF when 3 years old. <u>DESTROY</u> when 6 years old.</p>	Chron. 1 ft: 3 in/yr	
11.	<p><u>GAO Audit Files.</u> GAO audit reports of OPIC and related correspondence.</p> <p><u>DESTROY</u> when 5 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p><u>Forms Files.</u> One copy of each form developed by OPIC with related instructions.</p> <p>a. <u>PERMANENT.</u> Transfer to CF when 5 years old and to FARC when 10 years old. Offer to NARS when 20 years old.</p> <p>b. <u>DESTROY</u> background files when 5 years old.</p>	<p><i>Form No.</i> <i>1 in: 8/yr</i></p>	
13.	<p><u>Records Disposition Files.</u> Files relating to the disposition of OPIC records, including descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence relating to revisions.</p> <p><u>DESTROY</u> when obsolete or superseded.</p> <p><u>Legal and Legislative Records</u></p>		
14.	<p><u>Legal Opinions Files.</u> Legal opinions and interpretations on all matters relating to the administration and the operation of OPIC programs.</p> <p><u>PERMANENT.</u> Offer to NARS when 20 years old.</p>	<p><i>Alpha/Subject</i> <i>10 in: 2 in/yr</i></p>	
15.	<p><u>Interagency Agreements Files.</u> Interagency agreements of continuing authority that significantly affect the substantive functions of the OPIC.</p> <p><u>PERMANENT.</u> Transfer to CF on termination of agreement or authority and to FARC 3 years later. Offer to NARS 20 years after termination.</p>	<p><i>Alpha</i> <i>1 in: 8 in/yr</i></p>	
16.	<p><u>Proposed Legislation Files.</u> Documents accumulated in the preparation and processing of legislation proposed by or in the interest of OPIC. Includes drafts of legislation, reports to Congressional committees on legislation, and comments on legislative proposals (exclusive of non-record copies of bills, hearings, and statutes).</p> <p><u>PERMANENT.</u> Transfer to CF when 2 years old and to FARC when 4 years old. Offer to NARS when 20 years old.</p>	<p><i>Chron/Congress</i> <i>1 in: 3 in/yr</i></p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17.	<p><u>Budget Hearings Files.</u> Materials relating to the presentation of the OPIC budget to Congress.</p> <p><del>Transfer to CF when 5 years old and to FARC when 3 years old. Offer to NARS when 20 years old.</del></p> <p><del>DESTROY when 5 years old or sooner if no longer needed for administrative use.</del></p> <p><u>DESTROY when 10 years old, Transfer to FARC when 5 years old.</u></p>		5 years old, 22000000 July 18, 1971
18.	<p><u>Senate and House Committee Files.</u> Background reference files used in preparing materials for various Congressional committees.</p> <p>DESTROY when 5 years old or sooner if no longer needed for administrative use.</p>		
19.	<p><u>Legislative History Files.</u> Reference materials relating to legislation affecting OPIC. Includes copies of bills, public laws, <u>The Federal Register</u>, <u>The Congressional Record</u>, and related materials.</p> <p>Review annually. DESTROY materials no longer needed for current business.</p> <p><u>Public Information Records</u></p>		
20.	<p><u>Press Release Files.</u> Press or news releases issued by OPIC.</p> <p>a. One record set. PERMANENT. Transfer to CF when one year old and to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>b. Remaining files. Review annually. DESTROY when obsolete or superseded.</p>		Chron. 3 in: 1/2 in/yr
21.	<p><u>Speech Files.</u> Official speeches made by the President and other high level officials of OPIC concerning the policies and programs of the agency.</p> <p>a. One record set. PERMANENT. Transfer to CF when one year old and to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>b. Remaining files. Review annually. DESTROY when obsolete.</p>		alpha/speaker 2 in: 1/4 in/yr

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><u>Press Conference Files.</u> Official transcripts or magnetic tape recordings of OPIC press conferences.</p> <p>a. One Record set. <u>PERMANENT</u>. Transfer to CF when one year old and to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>b. Remaining files. Review annually. <u>DESTROY</u> when obsolete.</p>	Chron. 3 in: 1/2 in/yf	
23.	<p><u>Biographical Sketch Files.</u> Biographical sketches and photographs of OPIC executives.</p> <p>a. One record set. <u>PERMANENT</u>. Transfer to CF when executive terminates employment with OPIC and to FARC 3 years after termination. Offer to NARS 20 years after termination.</p> <p>b. Remaining files. <u>DESTROY</u> one year after executive terminates employment with OPIC.</p>	Alpha 6 in: 1/2 in/yf	
24.	<p><u>Publications Files.</u> Published or processed documents prepared by OPIC that contribute to an understanding of the organization and functioning of the agency, including pamphlets, leaflets, reports, booklets, and similar materials.</p> <p>a. One record set. <u>PERMANENT</u>. Transfer to CF one year after issuance and to FARC 3 years after issuance. Offer to NARS 20 years after issuance.</p> <p>b. Remaining files. Review annually. <u>DESTROY</u> when obsolete.</p>	Alpha/Office 6 in: 1/2 in/yf	
<del>25.</del> Deleted B.J. Harris, ND 26 Jul 77 M	<del><u>Photographs Files.</u> Photographs produced by or for OPIC relating to the function of the Corporation.</del>  <del>a. One negative and one positive print. <u>PERMANENT</u>. Offer to NARS when 10 years old.</del>  <del>b. Other prints. Review annually. <u>DESTROY</u> when obsolete.</del>		



Request for Records Disposition Authority - Continuation		JOB NO. <i>NCI-420-77-1</i>	PAGE OF <i>11</i> <i>7</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>25.</i>	<p><u>General Information Inquiries Files.</u> Correspondence with private and public individuals and organizations requesting copies of OPIC publications or general information on the Corporation and its programs.</p> <p><u>DESTROY</u> when one year old or sooner if no longer needed for administrative use.</p> <p><u>Program Records</u></p>		
<i>26.</i>	<p><u>National and International Conferences Files.</u> Documents relating to National and International Conferences sponsored by OPIC. Includes minutes, agenda, correspondence, reports, and publications.</p> <p>a. Secretary's files. <u>PERMANENT</u>. Transfer to CF when 3 years old and to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. Participants files. <u>DESTROY</u> when 3 years old or sooner if no longer useful.</p>	<i>alpha/Conf. 1 ft: 3 in/yr</i>	
<i>27.</i>	<p><u>Special Studies and Reports Files.</u> Studies and reports prepared by the staff of OPIC at the request of the Corporation President. Includes studies and reports identifying and accessing trends in investment modes and flows, economic and political changes, and other factors affecting OPIC's function.</p> <p><u>PERMANENT</u>. Transfer to CF 2 years after completion of study or report and to FARC 5 years after completion. Offer to NARS 20 years after completion.</p>	<i>Alpha/Subj 8 in: 1 in/yr.</i>	
<i>28.</i>	<p><u>Special Programs Files.</u> Documents accumulated in planning, developing, and promoting methods for mobilizing and using U.S. and host country financial resources, and implementing OPIC programs in under-developed countries who ordinarily do not have access to credit because of lack of collateral.</p> <p>a. Completed projects.</p> <p>(1) One copy of each final study. <u>PERMANENT</u>. <del>transfer</del> transfer to CF on completion of study and transfer to FARC 3 years after completion. Offer to NARS when 20 years old.</p>	<i>alpha/country 3 ft: 9 in/yr.</i>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29.	<p>(2) Working and background papers for final study. <u>DESTROY</u> 3 years after completion of study.</p> <p>b. Incomplete projects. <u>DESTROY</u> 5 years after considered inactive.</p> <p>c. Rejected projects. <u>DESTROY</u> 5 years after rejection.</p> <p><u>Risk Sharing Arrangement Files.</u> Memoranda, correspondence, reports and related materials concerning reinsurance, underwriting arrangements with private insurers, reciprocal insurance, and other OPIC risk-sharing arrangements.</p> <p><u>PERMANENT.</u> Transfer to CF on completion or termination of development and to FARC 3 years later. Offer to NARS 20 years after completion or development.</p>		
30.	<p><u>Development Policy Correspondence Files.</u> Correspondence with national, international, and private agencies, organizations, and companies engaged in private investment stimulation, insurance, or financial programs related to OPIC policy.</p> <p><u>PERMANENT.</u> Transfer to CF when 2 years old and to FARC when 5 years old. Offer to NARS when 20 years old.</p>	Subject 1st: 1/8m/yr	
31.	<p><u>OPIC Correspondence Files.</u> Correspondence with U.S. and foreign government officials, and public and private organizations and persons concerning substantive activities and functions of OPIC that cannot logically be filed in the central contract files or other series described in this schedule. Includes incoming correspondence and yellow file copy of outgoing correspondence.</p> <p><u>PERMANENT.</u> Transfer to CF when 2 years old and to FARC when 5 years old. Offer to NARS when 20 years old.</p>	alpha 3rd: 1st/yr	
32.	<p><u>Country Agreement Files.</u> Copies of agreements between U.S. and other countries with related papers showing OPIC's participation in the negotiations of the agreements.</p> <p><u>PERMANENT.</u> Transfer to CF on termination of agreement and to FARC 2 years after termination. Offer to NARS 20 years after termination.</p>	alpha. 3rd: 6m/yr  alpha/Country 3rd: 10m/yr	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
33.	<p><u>Political Risk Insurance Program Files.</u> Case files relating to political risk insurance. Each file contains an application, contract, assignment and consent, and amendatory agreement with related memoranda, correspondence, and reports. (Official file maintained in CF.)</p> <p>a. Cases referred to Investment Committee - <u>PERMANENT</u>. Transfer to FARC when case is closed. Offer to NARS 20 years after case is closed. <i>(A case is not closed unless a contract has been issued until expiration of the period specified in the contract for the filing of claims)</i></p> <p>b. Remaining cases - Transfer to FARC when case is closed. <u>DESTROY</u> 6 years after case is closed.</p>	alpha/country 4 ft: 1 ft/yr	
34.	<p><u>Insurance Program Reporting Files.</u> Mandatory reports from investors, including statistical information, financial statements, and accounting certificates. Consist mainly of company publications. (Official file maintained in CF.)</p> <p>Transfer to FARC on termination of contract. <u>DESTROY</u> 6 years after termination of contract.</p>		
35.	<p><u>Investment Programs Files.</u> Case files containing a copy of each application, contract, assignment and consent, and amendatory agreement with related memoranda, correspondence, and reports. (Official file maintained in CF) Includes Investment Guaranty Program, Direct Investment Fund Program, and Productive Credit Guaranty Program.</p> <p>a. Cases referred to Investment Committee - <u>PERMANENT</u>. Transfer to FARC when case is closed. Offer to NARS 20 years after case is closed.</p> <p>b. Remaining Cases - Transfer to FARC when case is closed. <u>DESTROY</u> 6 years after case is closed.</p>	alpha/country 4 ft: 1 ft/yr	
36.	<p><u>Pre-Investment Assistance Program Files.</u> Case files of investment surveys concerning the examination and evaluation of specific investment opportunities, with related papers (Official file maintained in CF.)</p> <p>a. Every 5 years (1970, 1975, 1980 etc.) OPIC will select 1 specimen, closed case file from each geographical area representing the various types of investment projects. <u>PERMANENT</u>. Transfer to FARC 6 years after close of case. Offer to NARS 20 years after close.</p>	alpha/country 2 ft: 2 ft/5 yrs.	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37.	<p><i>Transfer to FARC on close of case</i></p> <p>b. Remaining Files <i>DESTROY</i> 6 years after close of case.</p> <p><u>Accounting Case Files.</u> Case files recording obligations due and received from U.S. investors having political risk insurance with OPIC, financial assistance contracts, or assets acquired in connection with claims.</p> <p>a. Pay and fee documents. Transfer to CF for inclusion in central contract files on termination of contract.</p> <p>b. Claims related assets documents. Transfer to CF for inclusion in central contract files after full recovery or write-off.</p> <p>c. Other documents. <u>DESTROY</u> on termination of contract.</p> <p><del>Cooley Loan Program Files. Case files relating to local currency loans under P. L. 480. Consists of a copy of each application and agreement with related memoranda and correspondence. (Official OPIC file maintained in CF.) Responsibility for this program rests with the Agency for International Development.</del></p> <p><del>Transfer to FARC when case is closed. DESTROY 6 years after case is closed.</del></p>		
38. <i>Amended Per OPIC, R/Min, m/c, 9 Feb 77</i>	<p><del>Claims Case Files. Files relating to OPIC insurance or finance contract claims paid, settled, or rejected, including related arbitration or litigation files.</del></p> <p><u>PERMANENT.</u></p> <p>Transfer to CF 2 years after <i>disposition</i> and to FARC 3 years after <i>disposition</i>. <i>Offer to NARS 20 years after final disposition of case.</i></p>	<i>Transferred to AID Feb 9, 1977 Numerical 10 ft: 2 ft/yr</i>	
39.	<p><u>Claims Closing Book Files.</u> Files containing history of OPIC claims described under Item 40. (About 5 per year, or 1/2 cu. ft. per year.)</p> <p><u>PERMANENT.</u> Transfer to CF 2 years after settlement. Offer to NARS 6 years after settlement.</p>	<i>A public claims case will remain on the OPIC premises.) m/c is Feb 9, 1977 Numerical 2 ft: 9 in/yr</i>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40.	<p><u>Original Contract Legal Files.</u> Original legal documents filed off-site for security purposes. Copies maintained in central contract file.</p> <p>Transfer to CF for off-site storage on receipt of signed document. Transfer to central contract file on termination of contract and dispose of accordingly.</p>		
41.	<p><u>Expired, Withdrawn or Cancelled Application Files.</u> Original application received by OPIC, with related papers, on which no formal contract is signed.</p> <p>Transfer to FARC when decided that no contract will be signed. <u>DESTROY</u> 6 years after final decision.</p>		
42.	<p><u>Subject Reference Files.</u> Files arranged by subject consisting of non-record copies of correspondence, memoranda, reports, publications, and other materials maintained for ready reference use.</p> <p>Review annually. <u>DESTROY</u> when obsolete or superseded. (Do <u>not</u> send to CF.)</p>		
43.	<p><u>Country Reference Files.</u> Files arranged by region and/or country consisting of non-record copies of correspondence, memoranda, reports, publications, and other materials maintained for ready reference use.</p> <p>Review annually. <u>DESTROY</u> when obsolete or superseded. (Do <u>not</u> send to CF.)</p>		
44.	<p><u>Company Files.</u> Case files containing copies of Business Call/Visit Report (OPIC Form 59), annual and interim reports from companies, and various publications from companies.</p> <p>Review annually. <u>DESTROY</u> when obsolete or superseded.</p>		
45.	<p><u>Staff Working Files.</u> Reference files maintained by individual staff members. Includes <u>copies</u> of various types of documents. Contain no official OPIC files.</p> <p>Review annually. <u>DESTROY</u> when obsolete or superseded. (Do not send to CF for screening or storage.)</p>		