

Recd 6 OCT 78 AM

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)  
Agency for International Development

2 MAJOR SUBDIVISION  
Bureau for Program and Management Services

3 MINOR SUBDIVISION  
Office of Data Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Robert E. Lee

632-0126

LEAVE BLANK
JOB NO <b>NC 1 286 79 1</b>
DATE RECEIVED <b>OCT 11 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
WITHDRAWN
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 33 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 2/10/78	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Lee</i>	E TITLE Agency Records Management Officer, Acting
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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
1	<p><u>Contraceptive Supply Management System</u></p> <p>The Contraceptive Supply Management System (CSMS) facilitates the storage and retrieval of all population contraceptive commodity data in one data bank. The Office of PHA/POP uses the information from the commodity data bank for planning, administering, and evaluating the Agency's purchase, distribution, and delivery of contraceptive commodities to the LDC's. Other Agency's uses of the Commodity data is to respond to the Congress, OMB, USAIDs, Grantees, International organizations about family planning programs.</p> <p><u>Master File</u></p> <p>Contraceptive Supply - 120 day retention</p>		WITHDRAWN

71 items

Withdrawn: 1-30-81: K.T.D.

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2/10/78	<i>Audra M. Leary</i>	Agency Records Management Officer, Acting

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<u>Project Analysis and Reports Information System (PARIS)</u>  Central repository of administrative information regarding Technical Assistance Bureau projects. Data maintained includes functional classification of an activity, the status of the activity during its lifetime, and a record of reports and technical documents relating to the activity.  <u>Master Files</u>  PARIS Project Statistical - Retention, 120 days.		WITHDRAWN

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3	<u>Agency Document Distribution System</u> The System provides the Agency with a tool to disseminate research information resulting from AID-funded research. Mailing labels and distribution lists are produced for distribution of documents to interested AID technical specialists, developing nation institutions, universities, and private organizations.  <u>Master File</u>  ADDS Recipient Statistical, retention 120 days.		WITHDRAWN

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*Page 4*

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4	<p><u>PAIS Local Currency Project Accounting Subsystem (U 204)</u></p> <p>The U 204 system accounts for the U.S.-Owned Local Currency Funded Technical and Capital Assistance Projects portion of the Worldwide Project Analysis Information System (PAIS). The system contains an inventory of both active and completed projects.</p> <p>The data base contains fiscal activity, cumulative obligations and expenditures, and current year obligations and expenditures for each project submitted quarterly by the missions. The file contains these monetary values in the currency of the appropriate country, and a calculation is made to convert the currency to a dollar equivalent for reporting purposes.</p> <p>The system produces quarterly reports showing the Cumulative Status of U.S. Dollars and U.S.-Owned Local Currency Funded Projects reflecting the cumulative status of technical and capital assistance projects, both active and completed.</p> <p><u>Master File</u></p> <p>a. U 204 Statistical )</p> <p>b. U 204 Quarterly Statistical) Retention, 400 days.</p> <p>c. Fiscal Year Statistical )</p>		WITHDRAWN

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<u>5</u>	<p>The <u>Travel Advance Accounting System</u> maintains information on the issuance of travel advances and the collection of recoveries for advances issued, and generates documents necessary for collection of delinquent balances. The system maintains sufficient data to provide an audit trail of up to a maximum of ten advance and ten recovery documents by document date and number. The system produces notices to traveller/supervisors of past-due balances or payroll deduction requests, as appropriate, as well as detail and summary reports of travel advance information.</p> <p><u>Master Files</u></p> <p>a. Travel Advance Statistical - 4 cycle retention*  b. Sub Statistical - 4 cycle retention*  c. History Statistical - 6 month retention</p> <p>* Updating is on a variable cycle from daily to weekly. Back-up files are kept only until the 4th successful update.</p>		WITHDRAWN

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2/10/78	<i>Sandra M. Teague</i>	Agency Records Management Officer, Acting

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
6	<u>Personal Property System</u> This system maintains an inventory of all Agency office and residential furniture and equipment (excluding vehicles) assigned to A.I.D. overseas missions, produces a quarterly report reflecting the original acquisition and replacement costs, and shows the quantity on hand, the number of items received and disposed of during the quarter.  <u>Master File</u>  Inventory Statistical - Retention, 120 days.		WITHDRAWN

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*Page 7*  
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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
<b>7</b>	<p><u>Equal Opportunity Programs System (EOP)</u></p> <p>This system maintains the minority classification of each AID employee. This data, combined with employee data from the automated Personnel system (RAMPS), is used to produce minority information required by EOP and Agency management. A series of standard reports are produced which provides: the current status of employees by sex and minority classification by location, occupation or age group; a comparative analysis of change in sex and minority patterns; and, current percentage relationships of sex and minority employment.</p> <p><u>Master File</u></p> <p>Current Statistical -- 6 months retention</p>		<b>WITHDRAWN</b>

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*Page 8*  
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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
<b>8</b>	<p><u>Revised Automated Manpower &amp; Personnel System</u></p> <p>The system provides information in the specific areas of position and ceiling management, staffing patterns, employee evaluation, promotions, assignments and training. All notifications of personnel actions (SF-50's) are produced by RAMPS. A civilian personnel data file is also created for the Civil Service Commission. This is a Privacy Act System.</p> <p><u>Master Files</u></p> <ul style="list-style-type: none"> <li>a. Position/Employment Data Statistical - 3 years*</li> <li>b. Training Statistical - 3 years*</li> <li>c. History Statistical - 3 years*</li> <li>d. New American Payroll History Statistical - Retention - 15 days</li> <li>e. Separated Employees Statistical - Retention - 180 days</li> <li>f. Civilian Personnel Data - Reformatted - Retention - 30 days</li> </ul> <p>* The quarterly masters are retained for this period.</p>		WITHDRAWN

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*Page 9*

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2/18/78

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Shundra M. Feagins*

E. TITLE

Agency Records Management Officer, Acting

7  
ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9  
SAMPLE OR  
JOB NO

10  
ACTION TAKEN

**9**

Payroll Cost Accounting System

Summarizes payroll data taken from the payroll system into accounting data used by AID offices and USAIDS. The accounting data are used to generate the following reports: 1) Costs by allotments by organizations, USAIDS, and object class; 2) detailed costs by individual by items cited in (1) above; 3) report on Consultants and overtime, average cost for full-time employees; and 4) current listings and costs of employees receiving termination and severance pay. The system also interfaces with the Allotment Accounting System to consolidate data necessary for the Agency's monthly Flash Report of Allotments and Obligations.

Master Files

- a. Edited Cost Statistical - Retention, 120 days
- b. Cost Summary - Retention, 120 days.

**WITHDRAWN**

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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
10	<p><u>New American Payroll System (NAPS)</u></p> <p>Computes the pay for all AID/W and U.S. Nationals overseas every two weeks. The system includes personnel system interface, time and attendance processing, master file updating, pay computation, production of check and bond issuance files and reports, and pertaining to pay, benefits, and taxes (e.g., withholdings and contributions to health insurance, life insurance, civil service retirement, and foreign service retirement, etc.). This is a Privacy Act System.</p> <p><u>Master Files</u></p> <p>a. Master Employee Statistical )  b. Employee Address Statistical )  c. History Statistical )  d. Reports Summary )</p> <p style="text-align: right;">Retention - 3 years.</p>		WITHDRAWN

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<b>11</b>	<p><u>Participant Training Information System</u></p> <p>This system is used to provide statistical data for planning, administering and evaluating the <u>AID</u>-funded participant training program, as well as for Agency use in Congressional presentations. The system includes information about direct AID programs, in which AID Mission personnel select people to be trained in the U.S. It also includes information about third country training of participants outside the U.S. as well as training in which an AID contractor selects, arranges and administers the training in both the U.S. and foreign facilities. It provides periodic reports on participant characteristics and program planning, implementation and results.</p> <p><u>Master File</u></p> <p>History Statistical - Retention is permanent as it is accumulative with no purge of records.</p>		<b>WITHDRAWN</b>

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12	<p><u>Motor Vehicle Inventory System</u></p> <p>Assists in planning and control of the Agency's Motor Vehicle fleet. From data submitted by the Mission, quarterly inventories are produced by country and region. An estimated-depreciation schedule is also calculated.</p> <p><u>Master File</u></p> <p>Motor Vehicle Statistical - Retention, 120 days.</p>		WITHDRAWN

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*Page 13*

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13	<p><u>Real Property System</u></p> <p>This system maintains an inventory of all land, office, and residential buildings and other real property which A.I.D. overseas missions occupy whether owned, leased or rented.</p> <p><u>Master Files</u></p> <p>Real Property Statistical - Retention, 120 days</p>		WITHDRAWN

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2 MAJOR SUBDIVISION  
**Bureau for Program and Management Services**

3 MINOR SUBDIVISION  
**Office of Data Management**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Robert E. Lee**

5. TEL EXT  
**632-0126**

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 \_\_\_\_\_ 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.

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C DATE <b>2/10/18</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra M. League</i>	E. TITLE <b>Agency Records Management Officer, Acting</b>
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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
<b>14</b>	<p><u>Cash Journal System</u></p> <p>Provides a means to record cash receipts and disbursements processed for AID by U.S. Treasury Disbursing Offices in Washington, New York, and through the Federal Reserve Ledger 7 Credit Drawdown Procedure. Monthly transactions are reconciled with the U.S. Treasury and Allotment Ledger Accounts. Monthly Statements of Transactions (SF-224) are prepared for the U.S. Treasury for New York, Washington, and Federal Reserve Letter of Credit transactions in accord with Treasury Fiscal Requirements.</p> <p><u>Master File</u></p> <p>Cash Book Statistical - Retention, 120 days.</p>		WITHDRAWN

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

*Page 15*

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

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Date \_\_\_\_\_ Archivist of the United States

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C DATE 2/10/78	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Lee</i>	E TITLE Agency Records Management Officer, Acting
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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
15	<p><u>Auditor General System</u></p> <p>This system provides a worldwide audit workload inventory of all Agency projects, loans, contracts, and other activities subject to audit. The inventory reports are used to formulate audit plans, and completed audits are identified to keep a record of audits and to produce a report on audit accomplishments.</p> <p><u>Master File</u></p> <p>Auditor General Inventory Statistical - Retention, 120 days.</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 16*

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<b>4 NAME OF PERSON WITH WHOM TO CONFER</b>  Robert E. Lee	<b>5. TEL EXT</b>  632-0126
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<b>C DATE</b> 2/10/78	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Andrea M. Meyer</i>	<b>E. TITLE</b> Agency Records Management Officer, Acting
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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
16	<u>Funds Control System</u>  This system maintains the availability and allotment of funds for Agency appropriation accounts, and the data to determine status of Operational Year Budget to which allotments are matched for fund availability and conformity.		<b>WITHDRAWN</b>
	<u>Master Files</u>  a. Master Availability Statistical ) b. Operational Year Budget Statistical ) Retention, c. Allotment Statistical ) 1 year		

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

*Page 17*

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C. DATE 2/10/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard M. League</i>	E. TITLE Agency Records Management Officer, Acting
--------------------	---	---

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
17	<p><u>Country Program Data Bank System</u></p> <p>This system provides a readily accessible central source for planning and budgeting information on all Agency project activities. It also facilitates the monitoring of the processing of new projects by responsible AID/W offices and the preparation of budget documents.</p> <p>At the project level, the CPDB includes all new Agency funded project activities proposed by field missions and by AID/W offices, from the project identification document stage through project review and approval, and authorization of funding.</p> <p><u>Master Files</u></p> <p>a. Project Statistical )                  b. Annual Budget Submission Statistical )                  c. Congressional Presentation Statistical ) Retention,                  d. Inactive Project Statistical ) 30 days.                  e. Original Project Authorization Statistical )</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
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Page 18

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<b>18</b>	<p><u>Management Operating Expenses Budget System</u></p> <p>The automated system provides the Functional and Object Class Schedules for each AID organization responsible for preparing operating expenses budgets on a semi-annual basis. These schedules are tabulated by overseas region, AID/W and worldwide; reports are generated displaying statistical analyses of the budget data. The system also has built-in capability to produce miscellaneous reports to answer ad-hoc questions.</p> <p><u>Master File</u></p> <p>Object Class Statistical - Retention, 2 years.</p>		WITHDRAWN

Page 19

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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
19	<u>Accounts Receivable System</u> This system records basic data from all bills for collection and collection notices issued world-wide, arising from refund and reimbursement activity, excluding loan payments. It provides aging analysis on outstanding bills and summary data for posting to the Accounts Receivable General Ledger accounts.  <u>Master File</u> Accounts Receivable Statistical - Retention, 120 days.		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 20*

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C DATE 2/10/78	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra M. Leong</i>	E. TITLE Agency Records Management Officer, Acting
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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
<b>20</b>	<p><u>Allotment Accounting System</u></p> <p>This system records allotments, obligations, advice of charge and disbursements for AID/Washington funding activities and AID/Washington disbursements on behalf of mission funded activities. Provides control over accounting transactions processed by AID/Washington in accordance with legal requirements of the Anti-Deficiency Act and accounting standards of the Government Accounting Offices. Produces monthly Trial Balance, Allotment Ledger and Project Ledger Reports, and feeds summary information into the General Ledger.</p> <p><u>Master Files</u></p> <p>a. Allotment/Obligation Statistical - 2 year retention b. Advice of Charge Statistical - 2 year retention c. Disbursement Statistical - 2 year retention</p> <p>Files are updated monthly. - 4 month retention on back-up masters; 2 year disposal of annual masters.</p>		<b>WITHDRAWN</b>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 21*

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<b>C DATE</b> 2/10/78	<b>D. SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Sherrill M. Leung</i>	<b>E. TITLE</b> Agency Records Management Officer, Acting
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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
21	<p><u>U101 System</u></p> <p>This system provides the monthly Summary of Allotment Ledger Transactions and Reconciliation with Disbursing Officer's Account which covers U.S.-dollar funds allotted to Missions for program and/or administrative purposes. It provides basic information for General Ledger control of appropriations and for the preparation of Agency-wide monthly reports which set forth the accomplishments of the Mission in financial terms.</p> <p><u>Master Files</u></p> <p>a. U-101 Statistical ) b. Reconciliation Advice of Charge ) Retention, 120 days Statistical</p>		WITHDRAWN

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*Page 22*

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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
<i>22</i>	<p><u>Contract On Line Reporting System</u></p> <p>Maintains all contract and grant actions, enabling the monitoring of contract and grant administration by the Office of Contract Management's operating Divisions to insure timely submission of reports, publications, final audits and closeout of contracts and grants.</p> <p><u>Master Files</u></p> <p>a. Contracts Statistical (20 days)                      b. Contracts Amendment Statistical (20 days) retention                      c. Contracts History Statistical (20 days)</p> <p>Files are updated daily with the history being cumulative and perpetual.</p>		WITHDRAWN

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*Page 23*

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23	<p><u>Budget On-line Reporting System</u></p> <p>The primary purpose of the system is to prepare budget reports by various categories for the annual budget submission of the Technical Assistance Bureau. Financial and manpower requirements are input for on-going and future projects, in addition to codes which classify the projects. The system allows for manipulation of data during the preparation of the budget, and for the generation of reports on an ad hoc basis.</p> <p><u>Master File</u></p> <p>TAB Budget Statistical - Retention, 1 month.</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
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*Page 24*  
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--------------------------	---	---

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<b>24</b>	<p><u>Commodities Assistance System</u></p> <p>The system is composed of three major sub-systems. They include: the Zero Balance System which accumulates and creates a data base of commodity expenditures and statistical data from Schedules, Voucher and Voucher Support documents; the Program Assistance System which records obligations and expenditure data for Agency Program Assistance Activities; and, provides a series of Commodity and Ocean Transportation Statistical Reports.</p> <p><u>Master Files</u></p> <p>a. All Activity Statistical - Retention, 1 year                      b. Program Assistance Balance-Forward Statistical - Retention, 6 months                      c. Supplier/Importer Statistical - Retention, 4 months                      d. Source Supplier Statistical - Retention, 4 months                      e. Commodities Statistical - Retention, 1 year                      f. Ocean Transportation Balance Forward Statistical - Retention, 6 months.</p>		WITHDRAWN

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*Page 25*

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<b>25</b>	<p><u>Federal Outlay by Geographic Distribution</u></p> <p>This system reports expenditures by appropriation subdivided by disbursements to each state, county and city with populations of 25,000 or more. This report is forwarded to the Office of Equal Opportunity where it is combined with the reports of other Agencies and Departments for the Office of Management and Budget. AID generated geographical expenditure data is provided on request to answer inquiries from Congress, Federal, State, and Local Governments, and private organizations.</p> <p><u>Master Files</u></p> <p>State-County-City Statistical - Retention, 1 year.</p>		WITHDRAWN

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26	<u>Development Information System</u>  This is used to provide AID project designers with information on development matters. This information includes historic data on the development of projects and programs, technical data specifying the state-of-the-art in project-related technologies, and bibliographic material in analyzing project oriented problems.  <u>Master File</u>  Project Textual Statistical ) Bibliographic Reference Statistical ) Retention - 30 days.		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 27*

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C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
2/10/78	<i>Robert E. Lee</i>	Agency Records Management Officer, Acting

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
27	<p><u>Voluntary Agency System</u></p> <p>This system maintains voluntary Agency data on expenditures for foreign flag shipments of PL 480 and other commodities to foreign countries and provides information on commodity types, amounts and tonnage to the Agency as well as to the Department of State, Agriculture and Commerce for monitoring compliance to the law.</p> <p><u>Master Files</u></p> <p>Quarterly Balance Forward Statistical - Retention, 120 days.</p>		WITHDRAWN

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

*Page 28*  
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TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
Agency for International Development

2 MAJOR SUBDIVISION  
Bureau for Program and Management Services

3 MINOR SUBDIVISION  
Office of Data Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Robert E. Lee

632-0126

JOB NO
DATE RECEIVED
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
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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

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C. DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
2/10/78	<i>Shondra M. Taylor</i>	Agency Records Management Officer, Acting

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
28	<p><u>Africa Critical Performance Indicator System</u></p> <p>This on line system is used to assist the Africa Bureau in managing its project design workload by monitoring critical performance indicators. It assists Africa Bureau in the control of projects by producing project implementation reports to inform managers of the status of events critical to a project's performance and progress.</p> <p><u>Master File</u></p> <p>CPI Statistical - 30 days retention.</p>		WITHDRAWN

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*Page 29*

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2/10/78	<i>Howard R. Lee</i>	Agency Records Management Officer, Acting

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
<b>29</b>	<p><u>Project Accounting Information System</u></p> <p>The System provides quarterly reporting of all dollars obligated and expended for Technical Assistance and Capital Assistance Projects. It also maintains projections for U. S. dollar obligations and expenditures for use in monitoring financial progress (planned vs. actual).</p> <p><u>Master File</u></p> <p>Project Accounting Statistical, 30 day retention</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
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*Page 30*  
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C DATE <u>2/10/78</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra M. Payne</i>	E TITLE Agency Records Management Officer, Acting
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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
<u>30</u>	<p><u>Country Financial Reporting System (CFR)</u></p> <p>This system reports the financial status for AID/W (U.S.) and USAID (overseas) allotments, obligations, and disbursement activities of funds provided for the Agency's Foreign Assistance program. The reports are designed to show the financial activity pertaining to each recipient country, in summary form.</p> <p><u>Master Files</u></p> <p>CFR Statistical ) Retention - 120 days CFR Codes* Statistical)</p> <p>*Coded for purpose of proper formatting on pre-printed report forms</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 31*

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632-6126

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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
<u>31</u>	<p><u>Food for Peace Title I System</u></p> <p>The system maintains data on the <u>concessional sale of agricultural commodities</u> to countries, and allows the AID FFP office to maintain current and accurate budget and approval data and to monitor the status of Title I agreements and shipments.</p> <p><u>Master File</u></p> <p>Title I Statistical - Retention, 3 years for Historical Comparison of files.</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 32*

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C DATE <u>2/10/78</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Audra M. Feagles</i>	E TITLE <u>Agency Records Management Officer, Acting</u>
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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
<b>32</b>	<p><u>Food for Peace - Title II System</u></p> <p>The automated system maintains price and volume data on surplus agricultural commodities destined for overseas distribution based on AID grants. The reports produced assist the personnel of AID and Department of Agriculture in the budgeting, programming, procurement, allocation, shipping, and distribution of over 300 million dollars worth of wheat, rice, corn, and other foodstuffs.</p> <p><u>Master File</u></p> <p>Title II Statistical - Retention, 3 years for Historical comparison of files.</p>		WITHDRAWN

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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*Page 33*

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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>Economic &amp; Social Data Bank System (PBAR)</u></p> <p>This system maintains economic and social data relevant to the Agency's design, evaluation and monitoring activities in less developed countries from which country profiles are provided. The data provides a central repository for use in statistical analysis and studies aimed at identifying opportunities for development programs, designing development projects and evaluating the results of the projects.</p> <p><u>Master Files</u></p> <ul style="list-style-type: none"> <li>a. Social Economic Data Base/International Financial Statistical - Retention, 1 year</li> <li>b. Social Indicator Statistical - Retention, 1 year</li> <li>c. IMF Trading Partner Statistical - Retention, 1 year</li> <li>d. USDA Statistical - Retention, 6 months</li> <li>e. Text Statistical - Retention, indefinite</li> <li>f. Official Statistical - Retention, indefinite *</li> <li>g. Agriculture Sector Profile Statistical - Retention, indefinite *</li> <li>h. Economic Social Loan Grant - Retention, 1 week.</li> </ul> <p>* Retention would be 3 years or less depending upon update frequency,</p>		WITHDRAWN