REC	QUEST FOR RECORD POSITION AL	ITHORITY		LEAVE BLANK	
(See Instructions on reverse)			JOB NO	LEASE BLANK	
	,		NC1-286-	.৪३๘	
TO: GENER	AL SERVICES ADMINISTRATION,		102-200	رر _ب	
NATIONA	L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE RECEIVED 1-14-83		
	NCY OR ESTABLISHMENT)	A GTT A TOTAL	1-14-83		
AGENU 2. MAJOR SUE	CY FOR INTERNATIONAL DEVELOP	MENT	NOTIFIC	CATION TO AGEN	CY
	AU FOR AFRICA		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may		
3. MINOR SUB			be stamped "disposal no	t approved" or "withd	awn" in column 10.
	CE OF PROGRAM MANAGEMENT RES		4	Λ	/
I. NAME OF P	ERSON WITH WHOM TO CONFER	5. TEL. EXT	2-11-83	a Andra	
Rober	ct E. Gibson	235-2934	Date	Archivist of the	United States
. CERTIFICAT	E OF AGENCY REPRESENTATIVE:				
that the this age	certify that I am authorized to act for this agen records proposed for disposal in this Requestory or will not be needed after the retention personal to the proposed for immediate disposal.	t of <u>3</u> page	ining to the disposa e(s) are not now no	al of the agency eeded for the b	r's records; pusiness of
ЦА	Request for immediate disposal.				
	Request for disposal after a spec retention.	ified period o	f time or requ	uest for pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE			
1/10/83	Hundras Meague	Agency Re	cords Managem	ent Office	<u>r</u>
7. ITEM NO.	8. DESCRIPTION O (With Inclusive Dates or Ret			9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	OFFICE OF THE EXECUTIVE MANAGEME	NT STAFF (AFR	ZPMR/EMS)		
1	GENERAL SUBJECT FILES:	ŧ			
	This series documents a miscellany of subjects not covered elsewhere in this office's records. The majority of subjects covered are administrative in nature and the files are used for short term (1-2 years) reference. The files are maintained chronologically within folders with individual folders alloted to discreate subjects such as: saving bond campaign; health plans; travel; budget; taxi reimbursement; etc. Folder content consists of copies of letters, memos, cables, notices, printed matter, preprinted forms, etc. DISPOSITION: Cut off file at end of fiscal year. Retain in active office space for additional two				
2	years then destroy. Do not PERSONNEL FILES:				
	This series of files, maint name, is used by this officits personnel functions for	e in perfo	rmance of		6 steam

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MASS DATA CHANGE SHEET HOT REQUIRED

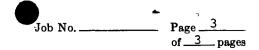
STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4



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\text{of} & \underline{3} & \text{pages}
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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	files contain copies of printed forms such as AID 4-520 (Personnel Action) and AID 5-8 (Travel Authorization), letters, cables, memos, etc., each of which pertains to the individual. These files duplicate information contained in the Official Personnel File which is maintained in the Office of Personnel Management (M/PM).		
	<u>Disposition</u> : Close the file when employee leaves the Bureau. Destroy one year after closing.	GRS 1, Item 18a	
3	EMPLOYMENT APPLICATIONS:		
	Files of unsolicited applications for employment which have been submitted direct to the Bureau. Folders contain 3-4 applications each with each application consisting of transmittal letter and resume. Folders are maintained by number which is keyed to a name index. File is used as a resource in locating potential employees when vacancies occur.	2	
	<u>DISPOSITION</u> : Close file at end of fiscal year. Retain in active office space for 2 more years then destroy. Description not retire these files.	GRS 1, Item 15	
4	STAFFING PATTERNS:		
	This series consists of a collection of personnel staffing compilations. Three different compilations (by AOSC code, alphabetical name, and unit staffing) are published each month. Each report runs from 158 to 329 pages on the average. These records, which duplicate th official record copy in M/PM, are used for historical reference and planning purposes.		
nded by Heris per Heris per History	DISPOSITION: Cutoff at end of calendar year. Retain in active office space 3 years, then retire to WNRC for 7 years. Pestroy when no longer needed. IRANSFER ID FRC NOT AUTHORIZED. TELEGRAM CHRON FILES:	RLS/PER/19	
	Extra copies of Agency telegrams maintained in chronological order. Used as "easy reference" files.		
	DISPOSITION: Close file at end of the calendar year. Destroy when one (1) year old or sooner if no longer needed for reference.	NC1-286-8 Item 1B	2-2



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	9. SAMPLE OR	10. ACTION TAKEN
GENERAL CORRESPONDENCE CHRON FILE:	JOB NO.	
Extra copies of general correspondence (letters, memos, and so forth) maintained in chronological order and used as "easy reference" files.		
DISPOSITION: Close file at end of the fiscal year. Destroy when one (1) year old or sooner if no longer needed for reference.	NC1-286-8 Item 2A	2–2
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	(WITH INCLUSIVE DATES OR RETENTION PERIODS) GENERAL CORRESPONDENCE CHRON FILE: Extra copies of general correspondence (letters, memos, and so forth) maintained in chronological order and used as "easy reference" files. DISPOSITION: Close file at end of the fiscal year. Destroy when one (1) year old or sooner if no longer	(WITH INCLUSIVE DATES OR RETENTION PERIODS) GENERAL CORRESPONDENCE CHRON FILE: Extra copies of general correspondence (letters, memos, and so forth) maintained in chronological order and used as "easy reference" files. DISPOSITION: Close file at end of the fiscal year. Destroy when one (1) year old or sooner if no longer SAMPLE OR JOB NO. SAMPLE OR JOB NO. NC1-286-8 Item 2A