

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 AFRICA

3. MINOR SUBDIVISION
OFFICE OF EAST AFRICA AFFAIRS (AFR/EA)

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Gibson

5. TEL EXT
235 2934

LEAVE BLANK	
JOB NO	NCL-286-83-9
DATE RECEIVED	1-11-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-10-85 Date	WITHDRAWN Archivist of the United States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 5 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 1/11/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audrae M. Teague</i> Audrae M. Teague	E. TITLE Agency Records Management Officer
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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.	Office of the Director GENERAL SUBJECT FILE: This series covers a miscellany of subjects. It is maintained in accord with AID Handbook 21, Part III instructions with a very small amount of alphabetic subject matter interspersed. Within the files are found the documentation for the day-to-day activities of the office, for the concerns and policies for development of lesser developed countries, the briefing papers and records of meetings for and with Agency management officials, the audits and other financial matters. The files bear subject labels such as: ADM-6-5 Delegation of Authority; BUB 1 ABS (annual budget submission); LEG 2 Congressional Liaison; PRM 1-2 Country Development Strategy Statements; PRM 6 Women in Development; and SOC 6-2 Refugee & Migration. The files contain both originals and copies of correspondence, printed matter, forms, bound volumes, photos, drawings and maps. They are broken into year groups and are used for planning, daily work routines and historical reference. Parts of the series may be found in other offices but not the entire series in any		WITHDRAWN <i>P Jones</i>

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>other one location.</p> <p><u>DISPOSITION:</u> Close file at the end of the fiscal year. Retain in active office space for two more years then retire to WNRC. Destroy when seven years old.</p>		
2	<p><u>PERSONNEL FILES:</u></p> <p>This series of files, maintained by employee name, is used by the office director in fulfillment of supervisory and managerial functions relating to personnel matters. The 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).</p> <p><u>DISPOSITION:</u> Close the file when employee leaves the Office. Destroy one year after closing.</p>		
3	<p><u>CHRON FILES:</u></p> <p>Extra copies of general correspondence (letters, memos, etc.) and telegrams, maintained in chronological order and used as an easy reference file.</p> <p><u>DISPOSITION:</u> Close file at end of the calendar year. Destroy when one year old or sooner if no longer needed for reference.</p>	NC1-286-82-2	Item 1B & 2A
4	<p><u>LIBRARY/TECHNICAL REFERENCE/EXTRA COPY FILES:</u></p> <p>This series covers non-record material maintained by the office for reference use by the staff and those extra copies of project and program documents that are kept as hand-outs or "just in case" copies. The material is normally maintained on book shelves and in open-shelf cabinets. The library material consists of books, publications, reports, etc. which are pertinent to the office functions and interest.</p>		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 3
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	<p><u>DISPOSITION:</u> Library/reference material - destroy when superseded or offer to S&T/DIU Library when office needs have been served. Do not retire.</p> <p>Extra copies of project documents - destroy when project terminates or office needs are served, whichever comes first. Do not retire.</p> <p>Extra copies of program documents such as ABS, CDSS, etc., destroy when next issuance received or when office needs have been served, whichever comes first. Do not retire.</p> <p>*** The descriptions that follow cover records of these sub-offices:</p> <ul style="list-style-type: none"> * Kenya/Uganda Desk * Somalia/Tanzania/Indian Ocean States Desk * Ethiopia/Sudan/Djibouti Desk 		
5	<p><u>GENERAL SUBJECT FILE:</u></p> <p>This series covers a miscellany of subjects. It is maintained in accord with AID Handbook 21, Part III instructions with a very small amount of alphabetic subject matter interspersed. Within the files are found the documentation for the day-to-day activities of the office, for the concerns and policies for development of lesser developed countries, the briefing papers and records of meetings for and with Agency management officials, the audits and other financial matters. The files bear subject labels such as: ADM-6-5 Delegation of Authority; BUD 1 ABS (annual budget submission); LEG 2 Congressional Liaison; PRM 1-2 Country Development Strategy Statements; PRM 6 Women in Development; and SOC 6-2 Refugee & Migration. The files contain both originals and copies of correspondence, printed matter, forms, bound volumes, photos, drawings and maps. They are broken into year groups and are used for planning, daily work routines and historical reference. Parts of the series may be found in other office but not the entire series in any other one location.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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6	<p><u>DISPOSITION:</u> Close file at the end of the fiscal year. Retain in active office space for two more years then retire to WNRC. Destroy when five years old.</p> <p><u>PROJECT FILES:</u></p> <p>This series of case filed records document the offices interest in the individual country assistance project. The file is not a complete project history - that is maintained elsewhere in the Bureau. The file is maintained in numeric order by unique project number. Within the file can be found any or all of the following: project identification document (PID); project paper (PP); project authorization; project agreement (ProAg); project implementation orders (PIO/C,/P,/T); contracts; amendments to the foregoing: general correspondence, both telegraphic and non-telegraphic; audits; reports and evaluations. All of these documents, and more, document the initial concept, the approved design, the progress nad problems of implementation, the successes and/or failures of the individual project. The office uses these files to monitor development efforts, as a background resource for long-term planning, for measuring financial inputs, and for answering queries from within and without the Agency.</p> <p><u>DISPOSITION:</u> Close file at termination of the project. Retain in active office space for 2 years after closing, then retire to WNRC. Destroy when 5 years old.</p>		
7	<p><u>CHRON FILES:</u></p> <p>Extra copies of general correspondence (letters, memos, etc.) and telegrams, maintained in chronological order and used as an easy reference file.</p> <p><u>DISPOSITION:</u> Close file at end of the calendar year. Destroy when one year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 1B & 2A	
8	<p><u>LIBRARY/TECHNICAL REFERENCE/EXTRA COPY FILES:</u></p> <p>This series covers non-record material maintained</p>		

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	<p>by the office for reference use by the staff and those extra copies of project and program documents that are kept as hand-outs or "just in case" copies. The material is normally maintained on book shelves and in open-shelf cabinets. The library material consists of books, publications, reports, etc. which are pertinent to the office functions and interest.</p> <p><u>DISPOSITION:</u> Library/reference material - destroy when superseded or offer to S&T/DIU Library when office needs have been served. Do not retire.</p> <p>Extra copies of project documents - destroy when project terminates or office needs are served, whichever comes first. Do not retire.</p> <p>Extra copies of program documents such as ABS, CDSS, etc., destroy when next issuance received or when office needs have been served, whichever comes first. Do not retire.</p>		