

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 COASTAL WEST AFRICA AFFAIRS (AFR/CWA)

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Gibson

5. TEL EXT

235 2935

LEAVE BLANK

JOB NO

NC1-286-83-11

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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WITHDRAWN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 6 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 <i>1/11/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Aundrae M. Teague</i> Aundrae 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	<p>Office of the Director</p> <p>Office of the Deputy Director</p> <p><u>GENERAL SUBJECT FILE:</u></p> <p>This series covers many subjects - all essential to effective program management for a geographic sector. The files are maintained alphabetically by subject content or name. Within the files are found the documentation for: the day-to-day activities and functions, both administrative and program, of the office; the concerns and policies for development of lesser developed countries; the briefing papers and records of meetings for and with Bureau and Agency management officials; the audits and other financial matters; etc. The files bear such labels as: administration; budget; personnel; legislative; record of conversation; memos from AA/AFR; agriculture; travel; etc.</p> <p>The files contain both originals and copies of correspondence, printed matter such as miscellaneous reports, forms, photos, maps, drawings, etc. They are broken into year groups and are used for planning,</p>		<p>WITHDRAWN</p> <p><i>g. it.</i></p>

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2	<p>daily work routines, and historical reference. Parts of the series may be found in other offices but not the entire series in any one other 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> <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. This 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 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 the file at termination of the project. Retain in active office space for two years after closing, then retire to WNRC. Destroy when five years old.</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	

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4	<p><u>COUNTRY FILES:</u></p> <p>These files document the social, political and economic being of the individual countries and their trends for the future. The assistance efforts of the United States, other countries and international organizations are summarized here. These files also cover the operation and management of the U. S. assistance establishment and program in-country. The files are case filed and arranged alphabetically by country name. Within each file are found such documents and subject matter as: annual budget submission (ABS); country development strategy statement (CDSS); memoranda of conversations; economic, social, cultural, and political overviews and projections; policy determinations; biographic and geographic information; and such other correspondence and documentation as may present a clearer picture of the country, its problems, its present and future. The files are used for planning, daily work routines, and historical reference.</p> <p><u>DISPOSITION:</u> Close file at end of fiscal year. Retain in active office space for three more years then retire to WNRC. Destroy when ten years old.</p> <p>** The following descriptions and schedules cover records located in:</p> <ul style="list-style-type: none"> * Liberia/Sierra Leone Desk * Ghana/Nigeria Desk * Togo/Benin/Guinea/Entente States Desk 		
5	<p><u>GENERAL SUBJECT FILE:</u></p> <p>This series covers many subjects. It is maintained by alphabetic subject term or name. Within the files are found the documentation for the day-to-day activities of the office, for the concerns and policies for the development of lesser developed countries, briefing papers and records of meetings, financial sector studies and reports, etc. The files bear subject labels such as: agriculture, AID/W notices, annual budget submission (ABS),</p>		

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6	<p>congressional presentations, monthly operating budget (MOB), energy, environment, financial status reports, economic support fund, health, population, quarterly reports, etc. The files contain both originals and copies of correspondence printed matter, forms, bound volumes, photos, drawings, and maps. They are usually 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 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 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 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 two years after closing, then retire to WNRC. Destroy when five years old.</p>		
7	<p><u>SPECIAL PROJECTS FILE:</u></p> <p>This series documents the activity of a select group of projects for which the geographic Desk</p>		

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	<p>is responsible. The series differs from other project files maintained by these offices in that these records constitute the Bureau record for these project activities.</p> <p>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 and problems of implementation, the successes and/or failures of the individual project. The office uses these files to document 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>The projects may be either grant or loan funded. If by loan, there is normally a 30 to 40 year payback period. In event of payment default or other litigation, this is the record that documents the United State's activities and responsibilities in relationship to the borrower.</p> <p><u>DISPOSITION:</u> Close file at termination of the project. Retain in active office space for two years after closing, then retire to WNRC. Destroy when 50 years old.</p>		
8	<p><u>CHRON FILES:</u></p> <p>Extra copies fo 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>	Same as NC1-286-82-2 Item 1B & 2A	
9	<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></p> <p>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>		