

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-286-83-13
DATE RECEIVED	1-14-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-10-85	WITHDRAWN
Date	Archivist of the United States

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 SOUTHERN AFRICA AFFAIRS (AFR/SA)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Robert E. Gibson

235 2934

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 4 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>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><u>Office of the Director</u></p> <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; SADCC III Blantyre Nov. 1981; 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</p>		<p>WITHDRAWN</p> <p><i>6 items</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>entire series in any 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> <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> <p>** The following descriptions and schedules cover records located in the following sub-offices:</p> <p>* AFR/SA/Lesotho, Namibia Desk</p> <p>* AFR/SA/Botswana, Zambia, Southern Africa Regional Desk</p> <p>* AFR/SA/Mozambique Desk</p> <p>* AFR/SA/Malawi, Swaziland/Zimbabwe Desk</p>		
2	<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; SADCC III Blantyre Nov. 1981; PRM 1-2 Country 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</p>	NC1-286-82-2 Item 1B & 2A	
3			

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>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 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>		
4	<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 and problems of implementation, the successes and/or failures of the individual project. The 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>		
5	<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	82-2 & 2A

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*	The AFR/SA/Malawi, Swaziland, Zimbabwe Desk also has one other series:		
6	<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> <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>		