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REC	REQUEST FOR RECU., POSITION AUTHORITY		LEAVE BLANK ->
	(See Instructions on reverse)	JOB NO	
		NC1-286-83	-15
	AL SERVICES ADMINISTRATION,		
	L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 21		
I. PROM (AGE	Agency for International Developmen	1-14-83	
2. MAJOR SUE			CATION TO AGENCY
	Bureau for Africa	quest, including amendme	ints, is approved except for items that ma t approved' or "withdrawn" in column 10
3. MINOR SUB	Office of Project Development	be stamped disposal no	
4. NAME OF P		EXT	DINK
		2-18-83	Kor Blan
CEDTIENCAT	Robert E. Gibson 2: E OF AGENCY REPRESENTATIVE	35-2934 Date	Archivist of the United States
	certify that I am authorized to act for this agency in i	mattors portaining to the dispos	al of the agency's records
that the	e records proposed for disposal in this Request of _ ency or will not be needed after the retention periods	page(s) are not now no	eeded for the business of
	Request for immediate disposal.	·.	
	Request for disposal after a specified retention.	period of time or requ	uest for permanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	. TITLE	
1/10/83	Sundras M Leogue	Agency Records Manage	ment Officer
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention		9. 10. Sample or Job No Action Take
	PROGRAM SUPPORT STAFF		
1	General Subject Files		
	This series documents the day to d	ay activities of the	
	office. Document classification a in accord with AID Handbook 21, Pa	nd file maintenance is	
	Subject matter covers such areas a		
	Budget, Personnel, Travel, Procure		
	Disposition: Close file at end of in active office space. Destroy w	the fiscal year. Hol then three (3) years ol	a GRS 23/1 a.
	•		
2	Project Status/Tracking System Rep	orting	
	This series documents the monitori tracking of projects in the Africa		
	documents found in this file are;	policy data inventory,	
	project status reports, weekly sta accounting information system repo		
			-
			STANDARD FORM 115
115-107	ageng copy 2000 23 Est 03 By New		Revised April, 1975 Prescribed by General Servic
(E) (S)	MASS DATA CHA	NGE SHEET NOT REQUIRED	Administration FPMR (41 CFR) 101–11 4

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		of	pages

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
	<u>Disposition</u> : Close file at end of fiscal year. Hold in active file for one (1) additional year, retire to Washington National Retirement Center. Destroy when five (5) years old.		
3	<u>Chron Files</u> Incoming and Outgoing telegrams maintained as easy ref- erence files.		
		NC1 -286-8 Item 1B	2–2
4	Personnel Files		
	This series of files maintained by employee name is used by this office in its performance of its personnel func- tions. The files contain position descriptions and other related papers, letters, cables and memos that pertain to the individual. These files duplicate information con- tained in the official personnel file which is maintained in the office of Personnel Management (M/PM).	Þ	
	Disposition: Close file when employee leaves the Bureau. Destroy oneyear after closing.	GRS-1 Item Ba	
5	Staffing Patterns		
	This series consists of a collection of personnel staffing compilations. Three different compilations (by AOSC code, alphabetical name, and unit staffing) are pu- blished each month. Each report runs from 158 to 329 pages on the average. These records, which duplicate the official record copy in M/PM, are used for reference and planning purposes.	2	
	<u>Disposition</u> : Destroy when six (6) months old. Do not retire these records.	RC5/PER/19	