REQUEST FOR RECO POSITION AUTHORITY (See Instructions on reverse)

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

Office of Project Development

Agency for International Development

	LE LE	AVE BLA	NK	7
JOB NO				
NCl-2	86-83-	15		
DATE RECE			· · · · · · · ·	
	NOTIFICA	ATION TO	AGENCY	
	g amendment	s, is approv	ed except for	the disposal ri items that ma ' in column 1

2-18-83

Robert E. Gibson 6. CERTIFICATE OF AGENCY REPRESENTATIVE

4. NAME OF PERSON WITH WHOM TO CONFER

TO. GENERAL SERVICES ADMINISTRATION.

Bureau for Africa

1. FROM (AGENCY OR ESTABLISHMENT)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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 ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5. TEL EXT

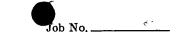
235-2934

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
1/10/83	Sundra Megue	Agency Records Manage	ment Offic	er
7. ITEM NO	8. DESCRIPTION OF IT (With Inclusive Dates or Retention)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PROGRAM SUPPORT STAFF			
1	General Subject Files			
	This series documents the day to office. Document classification in accord with AID Handbook 21, 1 Subject matter covers such areas Budget, Personnel, Travel, Procumbisposition: Close file at end in active office space. Destroy	and file maintenance is Part III instructions. as Administration, rement, etc. of the fiscal year. Hol	a GRS 2 3/	
2	Project Status/Tracking System R			
	This series documents the monito tracking of projects in the Afri documents found in this file are project status reports, weekly s accounting information system re	<pre>ca Region some of the ; policy data inventory, tatus reports, project</pre>		

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11 4



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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	Chron Files		
	Incoming and Outgoing telegrams maintained as easy reference files.		
	Disposition: Cutoff at the end of the calendar year. Retain in active office space. Destroy when one (1) year old or, sooner if no longer needed for reference.	NC1 -286-82 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 functions. The files contain position descriptions and other related papers, letters, cables and memos that pertain to the individual. These files duplicate information contained in the official personnel file which is maintained in the office of Personnel Management (M/PM).		
	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 published 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.		
	<u>Disposition</u> : Destroy when six (6) months old. Do not retire these records.	RC5/PER/19	
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