

REQUEST FOR RECORDS DISPOSAL 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 Project Development

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

5. TEL. EXT
235-2934

LEAVE BLANK	
JOB NO NO1-286-83-17	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 <i>Date</i>	WITHDRAWN <i>Archivist of the United States</i>

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 2 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 1/10/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dundra M. League</i>	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>PROJECTS DIVISIONS</u></p> <p><u>Project Files</u></p> <p>This series documents the activity of a select group of projects for which the geographic projects divisions are responsible. The series differs from other project files maintained by this office in that these records constitute the Bureau record for these activities.</p> <p>These files are 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.</p>		WITHDRAWN

3 items

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>The office uses these files to document development efforts, as a background resource for long-term planning, for measuring financial inputs, and for answering questions 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 2 years after closing, then retire to WNRC. Destroy 50 years after project completion.</p>		
2	<p><u>CHRONOLOGICAL FILES TELEGRAMS</u></p> <p>Extra copies of Agency telegrams maintained in chronological order, used as "easy reference" files.</p> <p><u>Disposition:</u> Close file at end of the calendar year. Retain in active office space. Destroy when one (1) year old, or sooner if no longer needed for reference.</p>	NC-1-286-82-2 Item 1B	
3	<p><u>GENERAL CORRESPONDENCE CHRONS</u></p> <p>Chronological files consisting of letters memoranda, and other non-telegraphic communications media. Files are normally maintained by date of issuance and are kept for the most part, as easy reference files.</p> <p><u>Disposition:</u> Cutoff end of fiscal year, retain in active office space. Destroy when one (1) year old or sooner if no longer needed for reference.</p> <p>The Agency is in the process of microfilming AFR/DR Project Records. The film will be submitted in lieu of paper. Therefore the new disposition would be as follows:</p> <p>Paper Records which have been microfilmed should be disposed of in five (5) years. Microfilm records should be maintained for 50 years.</p>	NC1-286-82-2 Item 2A	