

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 Development Planning

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

5. TEL. EXT.
235-2934

LEAVE BLANK	
JOB NO NC1-286-83-19	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-10-85	WITHDRAWN
<i>Date</i>	<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 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 1/14/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra 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	<u>Program Analysis & Budget Division</u> <u>CHRONOLOGICAL FILES - LETTERS & MEMORANDA</u> Files are normally maintained by date of issuance, and are kept for the most part as "easy reference files" DISPOSITION: Cut off at the end of the fiscal year. Destroy when (1) year old or sooner if no longer needed for references.	NC1-285-82-2 Item 2A	WITHDRAWN
2	<u>CHRONOLOGICAL FILES - TELEGRAMS</u> Files maintained in the individual offices as "easy reference" files. DISPOSITION: Cut off at the end of the calendar year. Destroy when (1) year old or sooner if no longer needed for reference.	NC1-286-82-2 Item 1B	
3	<u>SPECIAL PROJECTS FILE -</u> <u>Self Help & Human Rights</u>		7 items

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4	<p>This series documents the activity of a select group of projects for which this office is 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>The file is maintained in numeric order by unique project number. Within the file can be found any or all of the following: Project (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><u>DISPOSITION:</u> Close file at completion of project. Hold in office space for (2) years. Retire to Washington National Records Center. Destroy after (25) years.</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,/T,/P); 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</p>		

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	<p>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 2 years after closing, then retire to WNRC. Destroy when 5 years old.</p>		
5	<p><u>FINANCIAL STATUS FILES</u></p> <p>This series documents the efforts of this office to monitor status of funds within the Africa region. Among the documents to be found in the series are: flash reports, operations reports, status of loan agreements, transaction details of loan grant activity, project identification document face sheets and a quarterly appropriation allotment reports. The purpose of this file is to enable this office to review, analyse and evaluate individual project budgets proposals and activities to insure that projects meet agency policy.</p> <p><u>DISPOSITION:</u> Cut off at end of fiscal year. Hold in active office space. Destroy when 3 years old.</p>		
6	<p><u>CONGRESSIONAL NOTIFICATION AND CONGRESSIONAL PRESENTATION FILE</u></p> <p>This series represents the information needed for presentation of the Africa Bureau's annual program and budget to Congress and any changes to the program that require Congressional Notification. This series contains information on operational year budget changes, congressional notifications, program revision requests, guidelines for preparation of congressional notification, advice of program change and monthly project accounting information system reports.</p> <p><u>DISPOSITION:</u> Close file at end of fiscal year. Hold in active office space for 1 year. Transfer to Washington National Records Center. Destroy when 6 years old.</p>		

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7	<p><u>SPECIAL INTEREST</u></p> <p>This series documents various activities that are of special interest to the Planning & Budget division of Africa/DP Development Planning.</p> <p>Among the material found in this series are the Bureau's weekly report on programs to the Administrator, Monthly projection on programs for the Administrator, COOP/Credit Union development information memo, projected terminations/restructuring and Peace Corps/Africa collaboration.</p> <p><u>DISPOSITION: Permanent</u> Close file at end of each fiscal year. Hold in active office space for 3 years after close, then retire to Washington National Records Center. Offer to Archives when 10 years old.</p> <p>This series has a present volume of (1) cu. ft. with an annual accumulation of (6) inches. Arranged by subject</p>		