

**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 Management**

3. MINOR SUBDIVISION  
**Office of Contract Management**

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

5. TEL EXT  
**235-2113**

LEAVE BLANK	
JOB NO	NCl-286-84-1
DATE RECEIVED	10-20-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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	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><b>POLICY BRANCH (M/SER/CM/SD/P)</b></p> <p><u>General Administrative Files</u></p> <p>This series documents the day-to-day activities of the office. Subject matter covers such areas as: Administration, personnel, travel, and general housekeeping procedures. Files contain incoming and outgoing correspondence, notices, forms, weekly activity reports, printed matter, requisitions, etc.</p> <p>DISPOSITION: Destroy when <del>two</del>(2) years old, or when no longer needed, whichever is sooner.</p>	GRS 23 Item 1	WITHDRAWN
2	<p><u>Policy Files</u></p> <p>This series documents AIDs policies, standards, guidelines, regulating procedures and instructions, regarding contracts, grants and cooperative agreement transactions. The files contain general council and Auditor General rulings, AID policy regulation notices, reviews of proposed legislation, and AID procurement regulations.</p> <p>DISPOSITION: <u>Permanent</u></p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p>Cut off file at the end of fiscal year of creation. Hold in active office space for 3 years. Transfer originals to WNRC. Offer to Archives when 10 years old in 5 year blocks. Current volume is 8 ft. with an annual accumulation of 2 ft.</p> <p><u>Correspondence Chron Files</u></p> <p>Chronological files consisting of letters, memoranda and other nontelegraphic communications media. Files are normally maintained by date of issuance and are kept for easy reference files.</p> <p>DISPOSITION: Cut off file at end of fiscal year of creation. Hold in office space. Destroy when 1 year old or sooner, if no longer needed for reference.</p>	<p>NC 1-286-82-2 Item 2 A</p>	