

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-286-84-3
DATE RECEIVED	12-31-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	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

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

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>Robert E. 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>SERVICES OPERATIONS DIVISION (SER/CM/SOD) OFFICE OF THE DIRECTOR</p> <p>General Administrative Files</p> <p>This series documents the daily administrative functions, policies, regulations, procedures, and operations provisions for the three services offices; The Private and Development Cooperation Office, International and Interagency Office, and Overhead and Special Cost Office. This series consist of: feasibility studies of proposed contracts, grants, and cooperative agreements. Negotiations, funding operations, and project schedules and reports and analyses of conformity to Federal procurement regulations (FEDPR) and AIDs procurement regulations.</p> <p>DISPOSITION: Cut off at end of fiscal year of creation. Hold in active office space. Destroy when 2 years old.</p>	GRS 23 Item 1	WITHDRAWN
2	<p>Telegram Chron Files</p> <p>Chronological files consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally maintained by series number by point of origin and are kept for the most part as a source of easy reference.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

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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
3	<p>DISPOSITION: Cut off at end of calendar year. Retain in office space. Destroy when 1 year old or sooner, if no longer needed for reference.</p> <p><u>Contract Case Files (Negotiation)</u></p> <p>This series contains copies of documents and correspondence dealing with contracts, grants or cooperative agreements awarded by the contract office. The files consist of project implementation orders (PIO), authorizations, solicitations, proposals, certifications, justifications, for the type of contract negotiated, and other related documents. This series reflects a complete history of the aquisition and assistance actions.</p> <p>DISPOSITION: Hold in active office space until file is formally closed. Then transfer to WNRC to be destroyed 6 years 3 months after closing.</p>	NC-1-286-82-2 Item 1 B	
4	<p><u>General Correspondence Chron Files</u></p> <p>Chronological files, consisting of letters, memoranda, and other nontelegraphic communications. Files are normally maintained by date of issuance and are kept for easy reference files.</p> <p>DISPOSITION: Cutoff at end of fiscal year of creation. Destroy when 1 year old or sooner, if no longer needed for reference.</p>	GRS 3 Item 4A-1	NC 1-286-82-2 Item 2A