REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. NC1-286-85-4

DATE RECEIVED 10-18-84

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM *(Agency or establishment)*: Agency for International Development

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Robert E. Gibson	235-2113	7-10-87	Frank G. Burke

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 42 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8/14/84		Agency Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	This Request for Records Disposition Authority is a proposed comprehensive records control schedule with index (attachment 1) for records that accumulate in overseas offices, principally USAID Missions (USAIDs) of the Agency for International Development (AID). The request supersedes all previous SF 115s for overseas records submitted to the National Archives and Records Services by AID and its predecessor agencies. Archives Job NN165-58 cover the bulk of the records but all series of program records in WNRC are carried as "U" with the exception of reading and cable files and participant training records. The NARS disposal citations for those records are indicated below the item number in the draft schedule (attachment 2). The schedule items are formatted on the request to conform to the scheme of the Agency's Handbook 21 on records disposition. Chapters 02-07 cover the USAIDs program records and Chapters 08-17 apply to the purely administrative or housekeeping records. Except for items 14001 a), b) and c), 16004 a), b) and c), 16006, 16007, 16008, 16009, 17006, and the entire Chapter 09, Audit, Inspection and Investigation Records, the Administrative Records, Chapter 08 and 10-17 contain items taken from the General Records Schedules (GRS). The retention periods that have been established for these records series in the GRS have been followed,		

Copies to agency, NCF, NNF, RNI 7-14-87 TRT

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	except for the items listed on attachment 2, titled Exceptions to the General Records Schedules. GRS citations are cited as applicable on attachment 1 below the item numbers. Since some series of USAID records are sent to AID, Washington, the ultimate disposition instructions will be stated on the AID, Washington schedule which currently is being revised; the disposition standards shown on the USAID schedule (attachment 1) therefore provide instructions solely for the use of personnel in the overseas offices. Important and significant program activities of USAIDs are adequately documented, for the most part, in records at higher agency levels and, therefore, none of the subject files and project records have been designated for retention at archives.		

USAID RECORDS DISPOSITION SCHEDULE

CHAPTER 1 INTRODUCTION

01001 Purpose: The Records Disposition Schedule contained in this appendix constitutes the sole authority for the retention and disposition of records at U.S.A.I.D. Missions, except in emergencies (see Paragraph 01009). Guidelines and procedures for implementing a records disposition program are given in Chapter 4, Handbook 21. Some information is repeated below for the convenience of the schedule user.

01002 Application of Schedule: A.I.D. Principal Officers are responsible for the proper application of disposal authorizations to records in their custody. Any questions concerning a disposal authorization or its application should be referred to the Records Management Branch A.I.D./W, M/SER/MO/PA/RM.

a. Scope: The disposal authorizations contained in this schedule apply to records of the type described regardless of the physical location at the U.S.A.I.D., e.g., central files; officially decentralized files; or working files. The authorizations apply to both classified and unclassified records unless otherwise specificied. Care should be exercised in applying the schedule. If the U.S.A.I.D. finds it necessary or desirable to retain records for either a shorter or longer period of time than that prescribed in the schedule, it must seek authorization from the Records Management Branch. Such requests should provide a detailed justification for the exception.

b. Exceptions: Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be destroyed under any disposal authorizations until such claims, demands, or accounts have been settled and adjusted in the General Accounting Office, except upon written approval of the Comptroller General of the United States. Records having value in connection with any pending or prospective litigation must be retained until such litigation has been terminated. U.S.A.I.D.s receiving requests for records or information therefrom in connection with litigation shall immediately inform the Office of the General Counsel. Posts are responsible for insuring against inadvertent destruction of any records of the types described above by segregating them from other files which may be destroyed under normal disposal procedures.

01003 Distribution: Distribution of the disposition schedule should be made so that all personnel having responsibility for records management or operations will have a copy or ready access thereto. It is the responsibility of the Records Management Liaison Officer to provide necessary distribution of the records disposition schedule.

01004 Arrangement: the schedule has been developed for the major functional records groups and are arranged accordingly. In several instances the same disposal authorization has been listed under two or more functinal headings because of organizational and records maintenance variations at different U.S.A.I.D.s. Any record not authorized for disposal should be brought to the attention of the Records Management Branch.

01005 Description of Records: Each type of record included in the disposition schedule is described as precisely as possible to permit easy identification and to eliminate the need for paper-by-paper screening.

01006 Disposition Instructions: The disposition instructions for the majority of items listed in the schedule provides for destruction after a specified period of time. The retention period given is to be applied regardless of whether the file is blocked by fiscal or calendar year. When transfer or retirement is specified, the procedures specified in Handbook 21, Part II are to be followed.

01007 Method of Destruction: All classified and administratively controlled records authorized for destruction shall be destroyed in accordance with the provisions of Handbook 6. For the purpose of destruction, certain types of unclassified records such as personnel, or records containing detailed biographical data or any other records that might prove embarrassing or detrimental to operations if they were to fall into unauthorized hands shall also be treated as classified. The security regulations themselves do not constitute authority for the destruction of records, but only prescribe the methods by which destruction shall be accomplished. Unclassified material authorized for destruction, with the exceptions indicated above, may be destroyed, sold as waste paper, or otherwise disposed of in a manner consistent with local practices and security requirements.

01008 Record of Destruction: A record of the type and the volume of material destroyed should be maintained by personnel responsible for the records. A log showing the record series title (shown in the Schedule) of the records destroyed, the inclusive dates and the volume will suffice. this summary record should be sent to the U.S.A.I.D. Records Management Liaison Officer annually for inclusion in the Annual Report of Records Holdings.

01009 Emergency Destruction: Posts are authorized to destroy records in the event of extreme emergency or evidence of the possible development of such an emergency, in accordance with instructions governing emergencies.

CHAPTER 2 GENERAL RECORDS

These are records common to several or all overseas offices.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02001	General Correspondence Files (Centralized or Decentralized)	
	Letters, cables, messages, memoranda, economic or other studies and reports, forms and other data documenting and/or implementing plans, policies, procdures, decisions and accomplishments pertaining to A.I.D. programs and staff activities. The documents described in a) and b) below are arranged by subject (i.e., the thought conveyed in the document) using the agency file classification system as contained in A.I.D. Handbook 21, Part II.	
	a. Office Program Subject Files	
	Subjects pertaining to A.I.D. programs and/or functions for which the office exist.	Permanent. Cut off files annually. When 2 yrs. old transfer to A.I.D./W and retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.
	b. Office Administrative Subject Files	
	Subjects pertaining to routine internal management or general administration (budget, personnel, procurement, etc.) rather than the function for which the office exist.	Cut off files annually. Destroy when 2 yrs. old, or sooner if purpose has been served.
	c. Country Files	
	Documents of a general nature pertaining to various aspects of the foreign aid assistance program in various countries arranged for convenience of reference alphabetically by the names of the various countries.	Cut off files annually. Destroy when 3 yrs. old.
02002	Conference, Meetings and Seminar Files	
	These files consist of meeting agendas, minutes, statement papers, reports and correspondence pertaining to international meetings at which U.S.A.I.D. staff is represented. Arranged chronologically and thereunder by subject of meeting. Volume of records accumulated annually negligible. Volume of records accumulated to date unknown.	Permanent. Cut off files annually. When 2 yrs. old transfer to A.I.D./W and retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02003	Reading, Chronological, and Cable Files	
	a. Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.	Cut off annually. Destroy when 1 yr. old. or when reference value has been NC1-286-82-2.
	b. Extra copies of incoming and outgoing cables arranged chronologically.	Destroy when 1 yr. old, or when reference value has ceased, whichever is sooner.

NOTE: The authorized disposition for Action copies of correspondence and cables will be found in the applicable schedule items describing the official records.

02004	Transitory Files	
	Papers of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:	Destroy when 90 days old or sooner if purpose has been served. GRS 23/4.

a) Request for Information or Publications

Routine requests for information or publications which require no administrative action, no policy decisions, and no special compilations or research for reply, such as requests for publications or other printed material.

b) Letters of Transmittal

Letters of transmittal that do not add any information to that contained in the transmitted material.

c) Quasi-Official Notices

Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02005	Reference Files	
	a) Staff Working Files	
	Reference files maintained for convenience by individual staff members. Includes extra copies of project material and other records maintained in official A.I.D. files.	Destroy when no longer needed for reference purposes. GRS 23/6.
	b) Reference Publication Files	
	Extra copies of A.I.D. internal and/or external directives, and publications issued by other Government agencies and non-governmental organizations matined for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference purposes.

CHAPTER 3, PROJECT ASSISTANCE RECORDS

These records relate to the AID Development Assistance Program. Assistance is provided in the form of loans and grants for improving the quality of life of people in less developed countries through programs in agriculture, rural development, nutrition, family planning, health education and human resources, energy, private industry development and science and technology. See Chapter 5 of this Appendix for Housing and Urban Development Project Files.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03001	Project Files	
	Case files on technical and capital assistance projects, consisting of studies, surveys, Project Identification Documents, Project Papers, loan and grant agreements and amendments, project implementation orders, Project Implementation Letters, contracts reports and other related records and correspondence.	
	a) Loan Files	Cut off on project activity completion date. Destroy 3 years after project activity completion date.
	b) Grant Files	(same as (a) above)
03002	Project Plan Files	
	Copies of engineering plans relating to individual projects.	Destroy in accordance with 03001 above.
03003	Participant Training Files	
	a) Participant trainee case files, containing PIO/Ps, biodata, call forward, notice of arrival, course records, reports, etc.	Destroy all PIO/P files after participant returns and pertinent summary data is transferred to card files or computer tapes as appropriate. NC 1 286-76-3.
	b) Printouts containing summary data for each trainee or training project.	Destroy upon termination of overseas office or when no longer needed, whichever is sooner.
	c) Computer tapes containing summary data for trainees or training project.	Destroy upon summary data termination of overseas office or when no longer needed, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d) Card files and other summary data for each trainee or training project (except computer tapes and printouts and reports described above).	Destroy upon termination of overseas office or when data is transferred to computer tapes at overseas offices, or when no longer needed, whichever is sooner.
03004	Project Reports Files	
	Project Review Summary Reports	
	Copies of summary progress reports and related correspondence on the implementation of all projects. Included in this item are similar type recurring reports on project implementation used at the discretion of individual missions.	Cut off annually. Destroy when 2 years old.
03005	Country Development Strategy Statement (CDSS) File	
	a) Formal Statements on the country foreign aid assistance program are submitted to AID/Wash annually. These statements are printed, bound and issued by AID/Wash.	Destroy when 5 years old.
	b) Workpapers	Destroy when formal CDSS is issued.
03006	Project Procurement Advice Files	
	Reports and correspondence pertaining to advice provided project officers on procurement actions under project agreements.	Cut off annually. Destroy when 3 years old.

CHAPTER 4, NON-PROJECT ASSISTANCE RECORDS

These records relate to Economic Support Fund activities and include grants and loans for program assistance in selected countries of special political interest to the United States. Recipients purchase goods and services from U.S. institutions and firms under PL 480 Title I and the Commodity Import Program. Cash transfers and sector assistance are also provided as non-project assistance.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
04001	Program (nonproject) Procurement File	
	Case files of grant and loan agreements, implementation letters, letters of commitment and related documents and correspondence pertaining to program (e.g., Commodity Import Program) transactions.	Cut off at end of FY in which case is closed. Hold at post 2 yrs. then transfer to A.I.D./W and retire to WNRC. Destroy when 10 years old.
04002	Commodity Import Programs (CIP) Files	
	a) CIP Financial Files	
	Conformed copies of agreements, letters of commitment (L/C) and related correspondence and other financial documentation pertaining to individual agreements (Grants/Loans) under the CI Program.	Destroy 10 years after L/C is issued.
	b) Statistical Reports Files	
	Copies of quarterly/monthly reports containing basic financial information regarding the current status of CIP transactions.	Cut off annually. Destroy when 5 years old.
	c) CIP Concurrence Letters	
	Copies of CIP letters of transactions approval sent to private sector and public importers.	Cut off annually. Destroy when 3 years old.
	d) End Use Reporting Files	
	Records of "end use" checks made by staff to determine proper use of program by host country under the loan/grant agreement. Also included are correspondence and other documents containing follow-up information.	Cut off file at end of FY in which all problems are resolved. Hold at post 2 yrs. then transfer to A.I.D./W, and retire to WNRC. Destroy when 7 yrs. old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	e) Damage/Loss Reports	
	Reports and related correspondence pertaining to losses of or damage to cargo or commodities incurred in shipment.	Cut off when case is closed. Destroy 3 yrs. after files are closed. GRS 9/2.
	f) Distressed Cargo Files	
	Reports and related correspondence on cargo that is distressed, i.e., involved in customs or other problems resulting in delays in being released from the port.	Cut off when file is closed. Destroy 3 yrs. after files is closed.
	g) Excess Property Files	
	Files pertaining to procurement by host country importers of excess Federal property.	Cut off annually. Destroy when 10 yrs. old.
04003	Country Development Strategy Statement	
	(CDSS) File	See Part II, Item 03005 for authorized disposition instructions.

CHAPTER 5, FOOD FOR PEACE RECORDS

These records relate to the implementation of the Food for Peace program under Titles I, II and III of Public Law 480.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
05001	General Files	
	Correspondence, reports and other documentation pertaining to the implementation of the FFP Program including vessel movement records, evacuation reports, vessel claims, etc.	Cut off annually. Destroy when 6 years old.
05002	Voluntary Agency Program (Title II) Files	
	Correspondence, reports and other records regarding donation of agricultural commodities to needy people, refugee and child feeding, or extraordinary relief needs conducted by nonprofit voluntary agencies registered with the Committee on Voluntary Foreign Aid.	Cut off files annually. Destroy when 6 years old.
05003	Famine Relief and other Assistance Files	
	Correspondence, reports and other records relating to grants of surplus food under Title II, famine relief and other assistance direct to host governments.	Cut off files annually. Destroy when 6 years old.
05004	Title I and III Implementation and Evaluation Files	
	Correspondence and reports pertaining to the FFP Office's implementation of the provisions of Titles I and III and program evaluation reports.	Cut off files annually. Destroy when 6 years old.

CHAPTER 6 HOUSING AND URBAN DEVELOPMENT RECORDS

These records relate to project assistance to countries in the area of housing and urban development. Since this function is centralized in the Housing Office, A.I.D., Washington, most of the records described below are only administrative copies of the record copies that are maintained in Washington and therefore are held in the overseas offices a relatively short period of time.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
06001	Housing and Urban Development Project Files	
	Copies of guaranty authorizations, guaranty and loan agreements, implementation agreements, cost schedules, reports, financial data, request for disbursement and disbursement authorizations, progress reports, evaluation reports, technical data, and related documents and correspondence.	Cut off when project is completed. Destroy 1 yr. after project completion those records which are known to be duplicative of records in the Housing office in Washington. Transfer the remainder of the project file to the Housing office Washington (Code PRE/H) 1 yr. after project is completed. PRE/H will incorportate in official A.I.D./W Housing files for transfer to Federal Records Center.

CHAPTER 7 ECONOMIC DEVELOPMENT SERVICES RECORDS

These records relate to regional areas involvement in the form of assistance and coordination in economic development in smaller countries where A.I.D. has only small staffs to administer the foreign assistance programs. Records disposition instructions for project records for which Regional Economic Development Services Offices (REDSO) have direct project management responsibility are found in Part II, Project Assistance Records, Item 1, of this Schedule.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
07001	Regional Technical Assistance Project Files	
	Copies of basic project documents and related correspondence pertaining to projects for which assistance and project coordination only was provided.	Cut off when project is completed. Destroy 1 yr. after project is completed

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
08001	Directives Files	
	Formal directives distributed as Mission Orders, Notices, Circulars, or in loose-leaf manual form announcing changes in the Mission's policies and procedures.	
	a) Mission directives related to Mission's program functions. Arranged chronologically and thereunder by directive number. Volume per yr. at 5 cu. ft.	Permanent. Cut off at end of FY. Transfer to AID/W when 2 yrs. old. Transfer to NARA in 5 yr. blocks when the most recent records are 20 yrs. old.
	b) Mission directives related to routine administrative functions (e.g., payroll, procurement, personnel), and all mission Notices and Circulars.	Destroy when superseded or obsolete.
08002	Publications	
	Pamphlets, reports, leaflets, manuals, or other published or processed documents, or the last manuscript report if not published, which has been produced or financed by A.I.D. and is not included in other records elsewhere.	
	a) Record copy.	Permanent. Transfer to A.I.D./W and retire to WNRC. Transfer to NARA in 10 yr. blocks when most recent records are 10 yrs. old.
	b) Working papers and background materials.	See Item 08004 below.
08003	Administrative Management Project Control Files	
	Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Destroy 1 year after the year in which the project is closed.
08004	Working Papers	
	Background records, such as studies, analyses notes, drafts, and interim reports, used in development of final report or document.	Destroy 3 years after completion of report.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
09001	Regional Inspection and Investigation Report Files	
	Case files on inspections and investigations of AID overseas activities consisting of reports and supporting papers.	One year after case is closed: (1) destroy duplicate copies of basic documents that are maintained in Washington; and (2) transfer original notes and case-related original records of evidence to the AIG/II, AID/Washington.
09002	Regional Audit Report Files	
	a) Case files on internal audits made of overseas offices including audits of cooperative services and voluntary agency programs under Title III of PL 480. Files include copies of reports supporting papers and related correspondence.	Cut off file at end of FY after close of case. Destroy 8 yrs. after cut off.
	b) Audit work papers consisting of working files, the substance of which is contained in the official case files described in 2a above.	Destroy 1 year after audit has been issued.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10001	Budget Correspondence Files	
	Correspondence files in the office responsible for submitting the ABS to Washington AID. Files pertain to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.	Destroy when 2 years old. (Item 3)
10002	Budget Records	
	a) Mission's copy of Annual Budget Submission.	Destroy when 5 years old. (Item 4) Exception to GRS.
	b) Working papers, cost statements, and data accumulated in the preparation of the Annual Budget Submission.	Destroy 1 year after the close of the fiscal year covered by the budget. (Item 2b)
10003	Budget Report Files	
	Periodic reports on the status of appropriation accounts and apportionment.	Cut off at end of fiscal year. Destroy when 3 years old.
10004	Budget Apportionment Files	
	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Cut off at end of fiscal year. Destroy when 2 years old. (Item 6)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11001	Messenger Service Files	
	Daily Logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old. (Item 1)
11002	Postal Records	
	Post Office forms and supporting papers.	(Item 5)
	a) Records relating to incoming or outgoing registered mail pouches, registered certified, insured and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
	b) Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Destroy when 1 year old.
11003	Mail and Delivery Service Control File	
	a) Records of receipt and routing of incoming and outgoing mail, and items handled by private delivery companies.	Destroy when 1 year old. (Item 6)
	b) Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or package over 4 pounds).	Destroy when 6 months old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c) Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
	d) Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
	e) Records of and receipts for mail and packages received.	Destroy when 6 months old.
	f) General files including correspondence, memoranda, directives, and guides relating to the administration of C&R operations.	Destroy when 1 year old, or when superseded or obsolete, whichever is applicable.
	g) Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy when superseded. Turn over to Embassy mail room upon termination of USAID office.
11004	Records Holdings Files	
	Statistical reports of offices/holdings including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Destroy when 1 year old. (GRS 16, Item 6b)
11005	Records Management Files	
	a) Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	Destroy when 6 years old. (GRS 16, Item 11)
	b) Shelf lists of records retired to AID/W.	Forward to Bureau Executive Management Office upon termination of the USAID office.

ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12001	Accountable Officers's Files	
	a) Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules,collection vouchers, disbursement schedules, disbursement vouchers, and other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records; and payroll records. these records document the basic financial transaction, money received and money paid out or deposited in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all not involved in an integrated system are covered by succeeding items in this part of the schedule. Site audit records include, but are not limited to, the Standard Forms and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above. SF 1034, Public Voucher for Purchases and Services Other than Personal SF 1080, Voucher for Transfer Between Appropriations and/or Funds SF 1081, Voucher and Schedule of Withdrawals and Credits. SF 1096, Schedule of Voucher Deductions SF 1098, Schedule of Cancelled Checks SF 1113, Public Voucher for Transportation Charges SF 1166, Voucher and Schedule of Payments SF 1190, Foreign Application, Grant and Report SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	Transfer paid vouchers and schedules to AID/Wash. monthly. Destroy 6 years and 3 months after period covered by account. (Item 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this part of the schedule.	Destroy 3 years after the period of the account.
12002	Transportation Voucher Files	
	Vouchers identified by "T" prefixed to the voucher and schedule of payments number which involve both US and foreign tariff rates.	Cut off at end of FY in which payment is made. Hold files for 3 years or audit whichever is earlier then transfer to AID/W. Destroy 10 yrs. after final payment.
12003	GAO Exceptions Files	
	General Accounting Office notices of exceptions, such as Standard Form 1100 formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO. Item 2
12004	General Fund Files	
	Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 215), other than those records covered by Item 1 of this schedule.	Destroy when 3 years old. Item 4
12005	Accounting Administrative Files	
	Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Destroy when 3 years old. Item 5

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12006	Personnel Surety Bond Files	
	a) Official copies of the bond and attached powers of attorney.	Item 6
	(1) Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955	Destroy 15 years after the end of the bond premium period.
	b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period.

EXPENDITURE ACCOUNTING RECORDS (GRS 7)

12007	Expenditures Accounting General Correspondence and Subject Files	
	Correspondence and subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old. Item 1
12008	General Accounting Ledgers	
	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years 3 months after the close of the FY involved. Item 2
12009	Appropriation Allotment Files	
	Allotment records showing status of obligations and allotments under each authorized appropriations.	Destroy 6 years 3 months after the close of the FY involved. Item 3

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12010	Expenditure Accounting Posting and Control Files	
	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.	Item 4
	a) Original records	Destroy when 3 years old.
	b) Copies	Destroy when 2 years old.
	PAYROLLING AND PAY ADMINISTRATION RECORDS (GRS 2)	
12011	Individual Accounts Files	
	Individual earning and service cards, such as Optional Form 1127 or equivalent.	Transfer to NPRC St. Louis records on separated employees when volume of records reaches 1 cubic foot. Destroy 56 years after the date of the last entry on the card. Item 1
12012	Payroll Correspondence Files	
	General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old. Item 2
12013	Time and Attendance Reports Files	
	a) Forms such as Optional Form 1130, AID 7-141, AID 760-10 or equivalent.	Item 2
	(1) Payroll preparation and processing copies.	Destroy after GAO audit or when 3 years old, which ever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) All other copies.	Destroy 6 months after the end of the pay period.
12014	Leave Application Files	
	Application for Leave, SF 71 or equivalent and supporting papers relating to requests for and approval of taking leave.	Item 8
	a) If the time card has been initialed by the employee.	Destroy at the end of the pay period.
	b) If the timecard has not been initialed by the employee.	Destroy after GAO audit or when 3 years old, whichever is sooner.
12015	Leave record cards such as OF 1137 or equivalent maintained separately from pay and earnings records, and of 1130 when used as a leave record.	Item 9
	a) Pay or fiscal copies.	Destroy when 3 years old.
	b) Other copies.	Destroy 3 months after the end of the period covered.
12016	Leave Data Files	
	Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.	Item 10
	a) Original copy of SF 1150.	File on right of official personnel folder.
	b) All other copies.	Destroy when 3 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12017	Notification of Personnel Action Files	
	Copies of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. Item 11
12018	Budget Authorization Reference Files	
	Copies of budget authorization in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded. Item 12
12019	Payroll Files	
	Memorandum copies of payrolls, check lists, and related certification sheets, such as: SF 1013A, SF 1128A or equivalents.	Item 13
	a) If earning record card is maintained.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b) If earning record card is not maintained.	Destroy when 10 years old.
12020	Payroll Control Files	
	Payroll control registers.	Destroy after GAO audit or when 3 years old, whichever is sooner. Item 14
12021	Payroll Changes Files	
	Payroll change slips, exclusive of those of the OPF, such as SF 1126.	Item 15
	a) Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
	c) All other copies.	Destroy 1 month after the end of the pay period.
12022	Fiscal Schedules Files	
	Memorandum copies of fiscal schedules used in the payroll process.	Item 16
	a) Copy used in GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b) All other copies.	Destroy 1 month after the end of the pay period.
12023	Administrative Payroll Report Files	
	Reports, statistics, with supporting and related records, pertaining to payroll operations and pay administration.	Item 17
	a) Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b) All other reports and data.	Destroy when 3 years old.
12024	Tax Files	
	a) Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete. Item 18
	b) Returns on income taxes such as IRS Form W-2.	Destroy when 4 years old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c) Reports of withheld Federal Taxes, such as IRS Form W-3 with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.
12025	Retirement Files	
	a) Reports and registers	Item 21
	Reports, registers or other control documents, and other records relating to retirement such as SF 2807 or equivalent.	Destroy when 3 years old.
	b) Assistance Files	
	Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.

CHAPTER 13 MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS (GRS 10)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13001	Motor Vehicle Correspondence Files	
	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this part of the schedule.	Cut off file at end of FY. Destroy when 2 years old. Item 1
13002	Motor Vehicle Operating and Maintenance Files	
	a) Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Destroy when 3 months old. Item 2
	b) Maintenance records, including those relating to service and repair.	Destroy when 1 year old.
13003	Motor Vehicle Cost Files	
	Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet. Item 3
13004	Motor Vehicle Accidents Files	
	Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed. Item 5
13005	Individual Motor Vehicle Files	
	Case files on individual vehicles including but not limited to Form AID 5-197 Motor Vehicle Record and records relating to transfer sale-donation or exchange of vehicles.	Destroy 4 years after vehicle leaves Mission custody. Item 6

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14001	Personnel Files	
	a) Official Personnel Folders	
	(1) Foreign Service National Employees	Retire to PER/MGT/RMR, Dept. of State, Wash., D.C., 1 year after date of employee separation.
	(2) Foreign National Contract Employees	
	(a) When no separate contract file is maintained elsewhere.	Destroy 6 years 3 months after termination of contract.
	(b) When seperate contract file is maintained elsewhere.	Destroy 1 year after termination of contract.
	(3) American Family members in FSN/AFM designated positions.	Transfer folder to the National Personnel Records Center St. Louis, Missouri 30 days after seperation. NPRC will destroy 75 yrs after birth date of employee. (60 years after the date of earliest document in the folder. If the date of birth cannot be ascertained) or 5 years after seperation whichever is later.
	b) Unofficial Personnel Folders	
	(1) U.S. Direct Hire Employees	
	a) Transferred to another USAID.	Transfer file immediately to the new post.
	b) Transferred to AID/W.	Destroy 1 year after departure of employee.
	c) Separated at post.	Destroy 1 yr after separation of employee.
	(2) U.S. Contract(or) Employees	Destroy 1 year after termination of contract or departure of employee, whichever is sooner.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14002	Position Classification Files	
a)	Position Classification Standards Files. Standards and Guidelines used to classify or evaluate position within the Agency.	Destroy when superseded or obsolete. Item 7
b)	Position Descriptions. Files describing established postions including information on title, series, grade, duties and responsibilities.	Destroy 5 years after position is abolished or description superseded.
c)	Survey Files. Classification Survey Reports. Survey reports on various poitions prepared by classification specialists, including periodic reports.	Destroy 3 years after survey.
d)	Appeals Files Case files relating to classification appeals.	Destroy 3 years after case is closed.
14003	Employee Awards Files	
a)	Case files including recommendations, approved nominations, memorandas, correspondence, reports and related handbooks pertaining to agency sponsored cash and non-cash awards such as incentive awards, within grade merit increases, suggestions and outstanding performance.	Destroy 2 years after approval or disapproval. Item 12.

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	Destroy when 2 years old.
	c) Length of Service Files. Records including correspondence, memoranda, reports, computations of service and list of awardees.	Destroy when 1 year old.
	d) Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement, letters of appreciation, commendations for performance, EXCLUDING copies filed in the OFFICIAL Personnel Folder.	Destroy when 2 years old.
14004	Incentive Awards Program Reports	
	Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old. Item 13
14005	Notifications Of Personnel Actions	
	Standard Form 50 documenting initial employment, promotions, transfers in or out, separations, and all other individual personnel actions, exclusive of those in Official Personnel Folders.	
14006	Personnel Operations Statistical Reports	
	Statistical reports in the operating personnel office relating to personnel.	Item 16
	a) Month end reports	Destroy when 2 years old.
	b) Calendar year end and fiscal year end reports.	Destroy when 10 years old.

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14007	Correspoindence and Forms Files	
	Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.	Item 17
	a) Correspondence and forms relating to pending personnel actions.	Destroy when action is complete.
	b) All other correspondence and forms.	Destroy when 6 months old.
14008	Equal Employment Opportunity Records	
	Copies of Complaint Case Files.	Destroy 1 year after resolution of case. Item 26b
	Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.	
14009	Training Records (AID Employees)	
	a) Training Aids.	
	(1) One copy of each manual, syllabus, textbook, and other training ~~AID~~ aid developed for Agency-Specific training.	Permanent. Transfer as per item 08002A
	(2) Training materials ~~from other agencies or private institutions~~. developed for administrative or facilitative subjects.	Destroy when obsolete or superseded. ~~Item 30~~

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) General File of agency sponsored training	
	(1) Correspondence, Memoranda, agreement, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Destroy when 5 years old.
	(2) Background and work papers.	Destroy when 3 yrs. old.
	c) Employee Training.	
	Correspondence, memoranda reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Destroy when 5 yrs. old or when superseded or obsolete, whichever is sooner.
	d) Course Announcement Files.	
	Reference File of pamphlets, notices, catalogs and other records which provided information on courses or programs offered by government or non-government organizations.	Destroy when superseded or obsolete.
14010	Grievance, Disciplinary and Adverse Action Files	
	a) Grievance, Appeals Files (5 CFR 771).	Destroy 3 yrs. after case is closed.
	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints.	
	b) Adverse Action Files (5 CFR 752).	
	Adverse files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, absent without official leave, reduction-in-force) against an employee.	

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) U.S. Citizen direct-hire employees.	Forward material to AID/W M/PM/OD for filing.
	(2) All other employees.	Destroy 4 yrs. after case is closed.
14011	Personal Injury Files	
	Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made.	
	a) U.S. citizen direct hire employees	Forward material to AID/W M/PM/OD for filing.
	b) Foreign service national employees.	~~File in Official Personnel folder.~~ Apply GRS disposition. Per telcon 6-22-87 w/Bob Gibson, AID Jakarta, NIR

CHAPTER 15 PROCUREMENT AND SUPPLY RECORDS (GRS 3)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15001	General Correspondence Files	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Cut off file at end of fiscal year. Destroy when 2 years old. (Item 3)
15002	Routine Procurement Files	
	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Item 15001 above).	(Item 4)
	a) Procurment or purchase organization copy, and related papers.	
	(1) Transactions of more than $25,000.	Destroy 6 years and 3 months after final payment.
	(2) Transactions of $25,000 or less.	Destroy 3 years after payment.
	b) Obligation copy.	Destroy when funds are obligated.
	c) Other copies of records above used by component elements of an office for administrative purposes.	Destroy upon termination or completion of procurement action.
15003	Supply Management Files	
	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).	(Item 5)
	a) Copies received from other units for internal purposes for transmission to staff agencies.	Destroy when 2 yrs. old.
	b. Copies in other reporting units and related work papers.	Destroy when 1 yr. old.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15004	Solicited and Unsolicited Bids and Proposals Files	
	a) Successful bids on proposals	Destroy with related contract case files (see item 15002 above). Item 6
	b) Unsuccessful bids and proposals.	
	(1) When filed separately from contract case files.	Destroy with related contract when completed.
	(2) When filed with contract case file.	Destroy with related contract case files (see item 15002 above).
15005	Reproduction and Distribution Files	
	Records relating to requisitions for printing and all supporting papers.	(Item 7)
	a) Printing procurement unit copy of requisition, invoice, specifications and related papers.	Destroy 3 yrs. after completion or cancellation of requisition.
	b) Accounting copy of requisition.	Destroy 3 yrs. after period covered by related account.
15006	Nonpersonal Requsition File	
	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts, Chapter 12, Item 12001).	Destroy when 1 yr. old. Item 8.
15007	Equipment and Supplies Requisition File	
	Requisition for supplies and equipment for current office use.	(Item 9)
	a) Stockroom copy.	Destroy 2 yrs. after completion or cancellation of requisition.
	b) All other copies.	Destroy 6 months after requisition is filled.

CHAPTER 16 PROPERTY RECORDS (GRS 4, as noted below)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16001	Property Disposal Correspondence Files	
	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 yrs. old. Item 4.
16002	Non-expendable Personal Property Reports	Destroy when 3 yrs. old. Item 5.
16003	Excess Property Case Files	
	Case files on sales or donation of personal property, comprising invitations, bids, acceptance, list of materials, evidence of sales or transfer, and related correspondence.	Item 6.
	a) Transactions after July 25, 1974, of more than $10,000; and transactions before July 26, 1974, of more than $2,500.00	Cut off file when all actions are completed. Destroy 6 yrs. after cutoff.
	b) Transactions after July 25, 1974, of $10,000 or less; and transactions before July 26, 1974, of $2,500 or less.	Cut off file when all actions are completed. Destroy 3 yrs. after cutoff.
16004	Non-expendable Personal Property Files	
	Correspondence, reports and other records on sales or donation or Mission property not covered elsewhere in this schedule.	
	a) Files pertaining to the donation of U.S. owned personal property under Section 607 of the Foreign Assistance Act of 1961, as amended.	Cut off file when all actions are completed. Destroy 6 yrs. after cut off.
16005	Property Inventory Files	
	a) Inventory lists.	Destroy 2 yrs. from date of list. (GRS 3/10)
	b) Inventory cards.	Destroy 2 yrs after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		new classification, or 2 years after equipment is removed from USAID control.
16006	Building Services Files	
	Copies of work orders and related records on work done pertaining to repairs, and upkeep of USAID property, equipment and facilities.	Destroy 3 FYs following close of FY in which work is done.
16007	Housing Furnishing Accountability Files	
	Listings of items of furniture and appliances assigned to individual staff housing for which accountability is established.	Destroy 3 FYs after close of FY in which inventory is superseded.
16008	Leases	
	Administrative copies of documents on leased housing and other properties	Destroy 3 FYs following close of FY in which (a) lease termination lapse or cancellation occurs, or (b) litigation is concluded, whichever is later.
16009	AID-owned Real Property Records	
	a) All original records pertaining to real property acquisitions.	Send to SER/MS/OM/OPM, Washington.
	b) Copies of real property acquisition documents.	Retain copy at Mission until property is disposed of, then transfer to SER/MS/OM/OPM, Washington.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17001	Freight Files	
	Records relating to freight consisting of export certificates, transit certificates, demurrage cards record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports an all supporting documents; and including records relating to the shipment of household goods.	Item 1.
	a) Issuing office memorandum copies other than those identified in 1d.	Destroy 3 yrs. after the period of the account.
	b) All other copies.	Destroy when 1 yr. old.
	c) Registers and control records other than those identified in 1d below.	Destroy when 3 yrs. old.
	d) Records, including registers and control records, on international shipments of household goods moved by freight forwarders.	Destroy 6 yrs. after the period of the account.
	e) Case files (by employee name) documenting the various shipments (HHE, UAB, POV, etc.) of personal effects while the individual is assigned to post. Includes final departure shipment.	Close file when all actions, payments and claims been settled following final shipment. Destroy 6 yrs. after closing.
17002	Lost or Damaged Shipments Files	
	Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 yrs. old. Item 2.
17003	Passenger Transportation Files	
	Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), or equivalent, travel authorizations, transporation request registers, and all supporting papers,	Item 3.
	a) Travel administrative office files.	Destroy when 3 yrs. old.
	b) Obligation copies.	Destroy when funds are obligated.
	c) Name Files - Case file which document reimbursements to and on behalf of the	Close files when all action, payments, and

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	individual employee.	claims have been settled following employees departure from post or termination of employment. Destroy 6 yrs. after closing.
17005	General Travel and Transporation Files	
	a) Correspondence, forms and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 yrs. old. Item 5.
	b) Accountability records.	Destroy 1 yr. after all entries are cleared.
17006	Foreign Country Customs Records	
	Records relating to customs activities in foreign ports on all incoming and outgoing AID shipments of goods. Includes all correspondence forms and reports.	Cut off annually the files on all cleared shipments Destroy 3 yrs after cut off.

ATTACHMENT 2

Exeptions to General Records Schedules

Item No. on SF 115	Item No. GRS	Retention Period Requested	Justification for for Change	
~~08002~~	~~GRS 16/1~~	~~Permanent~~	~~Records document activities of a policy nature not duplicated elsewhere.~~	WITHDRAWN ~~NWVIGWHM~~ 6-22-87
10002 a)	GRS 5/4	5 years	Needed to be kept for a 5-year planning period in conjunction with the provisions of the Mission's Country Development Strategy Statement (CDSS).	
~~14009 a)~~	~~GRS 1/30a~~	~~Permanent~~	~~Records provide~~ evidentual information on Mission activities and are not duplicated elsewhere.	WITHDRAWN 6-22-87
14011	GRS 1/32		Retention period conforms to DOS and AID standards previously approved by NARS.	WITHDRAWN 6-22-87

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