

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC 1-286-85-7</b>
DATE RECEIVED	<b>6-13-85</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>Frank A. Bunde</i> 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  
**Office of the Inspector General**

3. MINOR SUBDIVISION  
**Office of Policy, Plans and Programs**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Robert E. 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 <b>2/14/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard Felton</i>	E. TITLE <b>Agency Records Management Officer</b>
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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	<del>OFFICE OF POLICY PLANS AND PROGRAMS (IG/PPP) <u>General Correspondence Chron Files</u>  Chronological files consisting of letters, memoranda, and other nontelegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.  DISPOSITION: Cutoff at the end of the fiscal year, retain in active office space. Destroy when one (1) year old, or sooner, if no longer needed for reference.</del>	NC 1-286-82-2	Item 2A
2	<del>OFFICE OF POLICY PLANS AND PROGRAMS (IG/PPP) <u>Telegram Chron Files</u>  Chronological Files consisting of copies of incoming and outgoing telegraphic correspondence. Files are usually maintained by serial number, by point of origin and are maintained as "easy reference" files.  DISPOSITION: Cutoff at the end of the calendar year, retain in active office space. Destroy when one (1) year old, or sooner, if no longer needed for reference.</del>	NC 1-286-82-2	Item 1B

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><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, budget, and general housekeeping. Files contain: incoming and outgoing correspondence, reports, notices, forms, etc.</p> <p>DISPOSITION: Destroy when two (2) years old, or when no longer needed, whichever is sooner.</p>	GRS 23 Item 1	
4	<p><u>Audit Recommendation Files</u></p> <p>This series is a follow up system on outstanding replies to audit reports and is used to assure appropriate implementation of recommendations. The series contains both open and closed recommendation files.</p> <p>DISPOSITION:</p> <p>Open Recommendations - Close file upon compliance. Destroy when (5) five years old.</p> <p>Closed Recommendations - Destroy when (5) five years old.</p>	GRS 25 Item 4	
5	<p><u>Program Subject Files</u></p> <p>Subjects pertaining to AID programs and/or functions for which the office exists.</p> <p>DISPOSITION: Cut off files at end of fiscal year. Destroy when 5 years old.</p>		