

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-454-02-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/5/02</i>	
1. FROM (Agency or establishment) Inter-American Foundation 901 N. Stuart Street, 10 th Floor Arlington, VA 22203		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Budget and Financial Controls			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pam Palma	5. TELEPHONE NUMBER (703) 306-4342	DATE <i>6-18-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2-1-2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pam Palma</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1)	<u>Social Progress Trust Funds</u>		
2)	<u>Budget Formulation and Presentation</u>		
3)	<u>Electronic Copies</u>		
SEE ATTACHED SHEET(S)			

SA *see #* *copy* *...*

APPENDIX I, Inter-American Foundation Records Disposition Schedule

Office of Budget and Financial Controls Records

Item Number and Description of Records.

1. SOCIAL PROGRESS TRUST FUNDS

These records consist of reports and memoranda documenting interest earnings from the Social Progress Trust Fund (SPTF) administered by the Inter-American Development Bank. The SPTF consists of the repayment of loans originally made by the U.S. Government through the Alliance for Progress to Latin American Governments and institutions. The IAF has access to these SPTF loan reflows as a supplemental funding source pursuant to legislation enacted by the U.S. Congress in 1973.

Associated Documentation: No.

Subject to FOIA: Yes.

Inclusive Dates: 1973 to date.

Annual Accumulation: 2 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: SPTF reports are shelved by fiscal year.

Finding Aids: Box list.

Originating Office: Office of Budget and Financial Controls.

Official File Location: Office of Budget and Financial Controls.

Location of Other Copies: Executive, General Counsel, and Program Offices.

Former Disposition: None.

Disposition: Temporary. Review annually at IAF at end of fiscal year, and destroy three years after cut-off.

Contact: Pam Palma, Records Officer.

2. BUDGET FORMULATION AND PRESENTATION

These records consist of files relating to the formulation, presentation, and review of the IAF budget, including OMB budget estimate submissions, working papers, and backup data; apportionment submissions and related papers; Program Budget decisions, and related documents.

Associated Documentation: No.

Subject to FOIA: Yes.

Inclusive Dates: 1971 to date.

Annual Accumulation: 2 Cu. Ft.

Cut-Off: End of fiscal year (September 30).

Condition: Good.

Format: Paper.*

Arrangement: Filed by fiscal year.

Finding Aids: Box list.

Originating Office: Office of Budget and Financial Controls.

Official File Location: Office of Budget and Financial Controls.

Location of Other Copies: Executive, General Counsel, and Program Offices.

Former Disposition:

Disposition: Permanent. Retire to WNRC three years after cut-off, or when one cubic foot has accumulated. Transfer to NARA 10 years later.

Contact: Pam Palma, Records Officer.

3. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. This includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

Disposition: Destroy/delete within 180 days after the record-keeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

2/1/02