

**REQUEST FOR RECORDS POSITION 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 Africa**

3. MINOR SUBDIVISION  
**Office of Regional Affairs**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert E. Gibson**

5. TEL EXT

**235-2934**

<b>LEAVE BLANK</b>	
JOB NO	<b>NCL-286-83-8</b>
DATE RECEIVED	<b>1-14-83</b>
<b>NOTIFICATION TO AGENCY</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>4-10-85</b> Date	<b>WITHDRAWN</b> 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 <b>1/10/83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Agency Records Management Officer</b>
---------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>PROJECTS DIVISION</u></p> <p><u>PROJECTS FILE:</u></p> <p>This series documents the activity of a select group of projects for which the Office of Regional Affairs is responsible. The series constitutes the Bureau record for these activities.</p> <p>These files are maintained in numeric order by unique project number. Within the file can be found any or all of the following: project identification document (PID); project paper (PP); project authorization; project agreement (ProAg); project implementation orders (PIO/C,/P,/T); contracts; amendments to the foregoing; general correspondence, both telegraphic and non-telegraphic; audits; reports and evaluations. All of these documents, and more, document the initial concept, the approved design, the progress and problems of implementation, the successes and/or failures of the individual project. The office uses these files to document development efforts, as a background resource for long-term planning, for measuring financial inputs, and for answering queries from within and without the Agency.</p>		<p><b>WITHDRAWN</b></p> <p><i>4 items</i></p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p>The projects may be either grant or loan funded. If by loan, there is normally a 30 to 40 year payback period. In event of payment default or other litigation, this is the record that documents the United State's activities and responsibilities in relationship to the borrower.</p> <p><u>DISPOSITION:</u> Close file at termination of the project. Retain in active office space for 2 years after closing, then retire to WNRC. Destroy 50 years after project completion.</p> <p><u>GENERAL CORRESPONDENCE CHRON FILE:</u></p> <p>Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file.</p> <p><u>DISPOSITION:</u> Close file at end of the fiscal year. Destroy when one (1) year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 2A	
3	<p><u>TELEGRAM CHRON FILE:</u></p> <p>Extra copies of Agency telegrams maintained in chronological order. Used as easy reference files.</p> <p><u>DISPOSITION:</u> Close file at end of the calendar year. Destroy when one (1) year old or sooner if no longer needed for reference.</p>	NC1-286-82-2 Item 1B	
4	<p><u>REFERENCE MATERIAL:</u></p> <p>These are open shelf files used as reference material. Some of the material found in these files are: reference books, pamphlets, evaluation reports, extra copies of project proposals, etc.</p> <p><u>DISPOSITION:</u> Close file at end of fiscal year. Retain in active office space for one (1) year. Destroy when two (2) years old or sooner if no longer needed for reference.</p>		