

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-286-83-18
DATE RECEIVED	1-14-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-10-83 <i>Date</i>	WITHDRAWN <i>Archivist of the United States</i>

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 Development Planning

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Gibson

5. TEL EXT
235-2934

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 3 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 <i>4/11/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audria M. Long</i>	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) OFFICE OF THE DIRECTOR	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	GENERAL SUBJECT FILES This series documents the day-to-day activities of the office. Document classification and file maintenance is in accord with AID Handbook 21, Part III instructions. Subject matter covers such areas as: Administration, budget, personnel, travel, program policy, procurement, general housekeeping and the various technical sectors such as, agriculture, education, health, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matter. DISPOSITION: Close file at end of the fiscal year. Hold in active office space. Destroy when (3) years old.		WITHDRAWN
2	CHRON FILES LETTERS AND MEMORANDA Kept as easy reference files. DISPOSITION: Cut off at end of the fiscal year. Destroy when (1) year old or sooner if no longer needed for reference.	NC1-285-82-2 Item 2A	
3	CHRON FILES TELEGRAMS Kept as easy reference files.		<i>6 items</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u> Cut off at the end of the calendar year. Retain in active office space. Destroy when (1) year old or sooner if no longer needed for reference.</p>	NC1-285-82-2 Item 1B	
4	<p><u>HUMAN RIGHTS FILE</u></p> <p>This series documents the policy for the implementation and management of Human Rights programs in Africa. It contains historical background on the Human Rights Program, Human Rights Procedures, reports from the Dept. of State and guidelines for implementation and management on the Human Rights Programs. This series is filed by country.</p> <p><u>DISPOSITION:</u> <u>Permanent</u> Close at the end of each fiscal year. Hold for (3) years in active office space. Transfer to Washington National Records Center for (7) years then offer to Archives when (10) years old.</p> <p>This series has a present volume of 2 cubic feet with an annual accumulation of six inches arranged by country.</p>		
5	<p><u>POLICY ANALYSIS & RESOURCE ALLOCATION FILE</u></p> <p>This series documents Political and Economic Policies in Africa. It contains booklets and papers related to political and economic policies in Africa countries with Ambassadors overview.</p> <p><u>DISPOSITION:</u> <u>Permanent</u> Close file at the end of each fiscal year. Hold in office for one year then offer to Archives when (1) year old.</p> <p>This series has a present volume of 2 cubic feet with an annual accumulation of 6 inches arranged by country.</p>		
6	<p><u>POLICY FILES</u></p> <p>This series deals with U.S. policy governing Foreign aid in Africa. It contains reports on studies of international aid policy, U.S. Economic AID policy for Africa. A review of Africa contracting requirements, a summary of United States technical assistance for Africa, and a report of a study on international aid.</p>		

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	<p>DISPOSITION: <u>Permanent</u> Close file at the end of each fiscal year. Hold in office for (3) years, transfer to Washington National Record Center for (7) years. Offer to Archives when (10) years old. This series has a present volume of four (4) cubic feet with an annual accumulation of 6 inches.</p>		