

**REQUEST FOR RECORDS DISPOSITION 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 Management**

3. MINOR SUBDIVISION  
**Office of Contract Management**

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

5. TEL EXT  
**235-2113**

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JOB NO	<b>NCI-286-84-4</b>
DATE RECEIVED	<b>12-31-83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Teague</i> <b>Aundrae M. Teague</b>	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	<b>PRIVATE AND DEVELOPMENT COOPERATION BRANCH (SER/CM/SO/PDC)</b> <b>General Administrative Files</b>  This series documents the daily activities of the Branch. Some of the documents found in the files are: Project Implementation Orders (PIO), Food for Peace provisions (including Titles I, II and III) Grants, contracts, cooperative agreements and their amendments and other documents relative to the branch's mission.  DISPOSITION: Close file at end of the fiscal year. Hold in active office space. Destroy when 2 years old.	GRS 23 Item 1	WITHDRAWN
2	<b>General Correspondence Chron Files</b>  Chronological files, consisting of letters, memoranda and other nontelegraphic communications media. The files are normally maintained by date of issuance and are kept as easy reference files.  DISPOSITION: Cut off at end of fiscal year of creation. Hold in active office space. Destroy when 1 year old or sooner if no longer needed for reference.	NC 1-286-82-2 Item 2 A	