

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

LEAVE BLANK	
JOB NO	<i>NC1-286-84-5</i>
DATE RECEIVED	<i>12-31-83</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	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  
**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**

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Gelfer</i> <b>Aundrea 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>FIELD SUPPORT AND REVIEW BRANCH (M/SER/CM/FSR)</b> <u>General Administrative File</u> This series documents the professional support of this branch, to AID's bureaus, regional offices, and missions overseas. Subject matter covers such areas as Contract performance, scope of work, foreign currency problem cases, delegations of authority, reviews of host countries contract practices and conformity to HB 11 (Country Contracting), contract staffing and personnel selection. The files contain: incoming and outgoing correspondence, notices, forms, reports and other related documents.  DISPOSITION: Close file at end of the fiscal year. Hold in active office space. Destroy when three (2) years old.	GRS 23 Item 1	WITHDRAWN
2	<u>General Correspondence Chron File</u> Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file.		

