

**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 E. Gibson**

5. TEL EXT  
**235-2113**

LEAVE BLANK	
JOB NO	<b>NC 1-286-84-6</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Gibson for Aundrea TEABAR</i>	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
	<b>INTERNATIONAL AND INTERAGENCY BRANCH M/SER/CM/SOD/II</b>		
1	<b>Telegram Chron Files</b>  Extra copies of Agency telegrams. Maintained in chronological order and used as easy reference files.  DISPOSITION: Cutoff files at end of calendar year. Hold in office space. Destroy when one (1) year old, or sooner if no longer needed for reference.	NC 1-286-82-2 Item 1 B	WITHDRAWN
2	<b>General Correspondence Chron File</b>  Chronological files consisting of letters, memoranda, and other nontelegraphic communications media. Files are normally maintained as easy reference files.  DISPOSITION: Close file at end of the fiscal year. Hold in office space. Destroy when one (1) year old or sooner if no longer needed for reference.	NC 1-286-82-2 Item 1 A	WITHDRAWN
3	<b>PASA Agreement - (Negotiation)</b>  These files are used by the negotiators in negotiating and monitoring participating Agency Service agreements (PASA) and Resources Support Service agreement (RSSA).		

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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
	<p>The files contain the agreement and amendments, contract data sheets, telegrams, memos, letters and other related documents.</p> <p>DISPOSITION: Close file at the end of project. Hold in active office space for (2) two years. Transfer to Washington National Records Center (WNRC), WNRC destroy 6 year 3 months after close of project.</p>	GRS 3 Item 1	
4	<p><u>Technical Reference Files</u></p> <p>Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Includes copies of reports, studies, clippings, brochures, catalogs, vendors price list and publications, special computations of data, drawings, periodicals and books.</p> <p>DISPOSITION: Review annually and destroy material of no further reference value.</p>	GRS 23 Item 6	
5	<p><u>Participating Agency Service Agreement (PASA) and Resources Support Service Agreement (RSSA) Reference File</u></p> <p>This series consists of a file of individual PASAs and RSSAs (the original document only, no peripheral documentation) as a ready reference. The file is maintained by PASA/RSSA number. The information is duplicated in the series. PASA Agreement files (Negotiation).</p> <p>DISPOSITION: Review annually at close of the fiscal year, and destroy files of no further value.</p>		
6	<p><u>PASA Personnel Files</u></p> <p>This series is maintained by A.I.D. for administrative purposes only. It consists of documentation which has been provided the parent organization of the individual employee. The files contain: biographic data, arrival and departure notices, medical clearances, travel authorizations, etc. Letters, telegrams and memos relating to the PASA employee.</p> <p>DISPOSITION: Close file when covered employees term of service under the PASA/RSSA terminates. Move to inactive file for one (1) year, then transcribe vital information on PASA personnel locator card and destroy file.</p>		

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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
7	<p><u>Monthly and Other Administrative Reports</u></p> <p>This series is used to identify PASA employees at their various assignments and to keep missions informed of PASA signings (execution). The files consist of lists of PASAs, length of stay in country, copies of arrival and departure notices, and telegrams informing missions of PASA execution.</p> <p>DISPOSITION: Close file at end of each fiscal year. Hold for two years, then destroy.</p>		