

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

LEAVE BLANK	
JOB NO	<i>NCI-286-84-7</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>WITHDRAWN</b>	
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 <b>Robert Gibson</b>	5. TEL EXT <b>235-2113</b>
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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>Aundrea M. Teague</i> <b>Aundrea 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	<p>These series document two divisions. The Regional Operations Division (M/SER/CM/ROD) and the Central Operations Division (M/SER/CM/COD) have similar responsibilities and maintain similar file series. Item 1 and 2 are identical series found within the Directors offices of the two divisions. Items 3 and 4 are series common to the rest of the offices within the two divisions.</p> <p><u>OFFICE OF THE DIVISION DIRECTOR</u></p> <p>M/SER/CM/ROD M/SER/CM/COD</p> <p><u>General Administrative Files</u></p> <p>This series documents the daily administrative office functions, policies, regulations, procedures and special operations provisions. The files consist of: feasibility studies, proposed contracts, weekly activities reports, paper dealing with cooperative agreements, operational expatriate contract agreements (OPEX), Funding, operations and project schedules, monitoring reports on compliances with Federal procurement regulations (FEDPR) and AID's procurement regulations. These are the offices of record for this series.</p>		WITHDRAWN

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>DISPOSITION: Cut off file at the end of the fiscal year of creation. Hold in active office space. Destroy when 2 years old, if no longer needed for reference.</p> <p><u>Telegram Chron File</u></p> <p>Chronological files consisting of copies of incoming and outgoing telegrams. Files are normally maintained by series number by point of origin and are kept for the most part, as a source of easy reference.</p> <p>DISPOSITION: Cut off files at the end of the calendar year. Destroy when 1 year old or sooner if no longer needed for reference.</p> <p>Latin America and Caribbean Branch (CM/ROD/LAC) Near East Branch (CM/ROD/NE) Asia Branch (CM/ROD/Asia) Africa Branch (CM/ROD/AFR) Agriculture and Nutrition Branch (CM/COD/AN) Population and Education Branch (CM/COD/PE) Other Programs Branch (CM/COD/OTR)</p>	GRS 23 Item 1	
3	<p><u>Contract Case Files (Negotiation)</u></p> <p>This series contains copies of documents and correspondence dealing with contracts, grants, or cooperative agreements awarded by the contract office. The files consist of Project Implementation Orders (PIO), authorizations, solicitations, proposals, certifications, justifications, for the type of contract negotiated, and other related documents. This series reflects a complete history of the acquisition and assistance actions.</p> <p>DISPOSITION: Until file is formally closed. Hold in active office space. Then transfer to WNRC to be destroyed 6 years 3 months after closing.</p>	NC1-286-82-2 Item 1 B	
4	<p><u>General Correspondence Chron Files</u></p> <p>Chronological files, consisting of letters, memoranda, and other nontelegraphic communications. Files are normally maintained by date of issuance and are kept for easy reference files.</p> <p>DISPOSITION: Cut off at end of fiscal year of creation. Destroy when 1 year old or sooner, if no longer needed for reference.</p>	GRS 3 Item 4A1  NC 1-286-82-2 Item 2 A	