

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

LEAVE BLANK	
JOB NO	NC 1-286-84-8
DATE RECEIVED	11-31-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	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 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> Aundrea M. Teague	E. TITLE Agency Records Management Officer
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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	SUPPORT DIVISION OFFICE OF THE DIRECTOR (M/SER/CM/SD) Administrative Files This series documents the daily administrative functions of the office subject matter covers such areas as: negotiations and funding, operations and project schedules, staffing, briefings, weekly reports, etc. DISPOSITION: Cut off File at end of fiscal year of creation. Hold in active office space. Destroy when 2 years old.	GRS 23 Item 1	WITHDRAWN
2	Telegram Chron Files Chronological files consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally maintained by series number by point of origin and are kept, for the most part, as a source of easy reference. DISPOSITION: Cut off file at end of calendar year of creation. Hold in office space. Destroy when 1 year old or sooner, if no longer needed for reference.	NC 1-286-82-2 Item 2 A	WITHDRAWN