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Subject Outlines/Codes: Public Administration

A Mandatory Reference for ADS Chapter 502

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PUBLIC ADMINISTRATION

Instructions: Use for papers on public administration, including Agency policy, procedures, and methods of implementing and coordinating public administration programs in cooperating countries.

Subject Files	File Classification	Description of Records
PUBLIC ADMINISTRATION	GENERAL	Correspondence, reports, and evaluative and planning material regarding public administration technical aid aspects of the foreign aid program, including program purpose and concept and decisions or conditions affecting the course of its conduct.
ADMINISTRATIVE SERVICES	PUB 1	Correspondence reports, and evaluative and planning material regarding office management; paperwork management assistance to cooperating country governments and assistance in supply management.
BUDGETING AND FINANCE	PUB 2	Correspondence, reports, and evaluative and planning material regarding promotion of budget and finance management programs; better accounting and audit operations; administration and management of cooperating country government banking, currency and credit activities, bank examination systems, monetary reform, currency control and stabilization, development plans and overall economic policies; and procedures for budget formulation and administration.
GOVERNMENT ORGANIZATION AND FUNCTIONS	PUB 3	Correspondence, reports, and evaluative and planning material regarding programs for improved function and organization of the executive branches of cooperating country governments, including ministries, agencies, government corporations, central/provincial/local government relations; judicial branches; and the legislative branch.
(Reserved)	PUB 4	
PUBLIC PERSONNEL ADMINISTRATION	PUB 5	Papers regarding programs for the improvement of public personnel administration in cooperating countries, including recruitment and testing,

Subject Files	File Classification	Description of Records
		classification, pay, personnel legislation, and civil service training and activities.
(Reserved)	PUB 6	
SCHOOLS OF PUBLIC ADMINISTRATION	PUB 7	Papers regarding programs for the improvement or establishment of schools of public administration, and institutes and schools of business administration, in cooperating countries.
STATISTICAL METHODS AND ACTIVITIES	PUB 8	Papers regarding programs for the improvement of cooperating countries' statistical methods and activities, including strengthening of organization and procedures for collection, analysis, and publication of statistical data.

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