

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2011-0013
Schedule Status Approved

Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of Near Eastern Affairs
Minor Subdivision Iraq Economic and Assistance Affairs
Schedule Subject Iraq Economic and Assistance Affairs Records (NEA/ECON/ASST)
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0013

Sequence Number	
1	Grant Management Files Disposition Authority Number DAA-0059-2011-0013-0001
2	Quick Response Fund Database (QFR)
2.1	Database Disposition Authority Number DAA-0059-2011-0013-0002

Records Schedule Items

Sequence Number	
1	<p>Grant Management Files</p> <p>Disposition Authority Number DAA-0059-2011-0013-0001</p> <p>File contains administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by NEA/I. Records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material. Contains copies of grants forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. Files also include telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Transfer to Inactive Storage Retire to Records Service Center one year after final action, at the end of the fiscal year</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after final action</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Quick Response Fund Database (QFR)</p> <p>The QFR database is a cloud-based application that holds the official grant files associated with the Quick Response Fund Program launched in September 2007. It is a flexible mechanism to strengthen the influence of the Provincial Reconstruction Teams (PRT's) and to implement short-term projects that fill gaps not covered by existing programs. Grants Officers Representatives from the PRT's and Grants Officers from Embassy's Office of Provincial Affairs (OPA) manage and operate the activities associated with the database. Index terms are applied to all documents to facilitate multiple sorts and enable retrieval activity by the Grants personnel using the database locally or via Internet connectivity. Backups are maintained by the cloud contractor. The database contains PII (Personally</p>

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Identifiable Information) and commercial proprietary information Access to the database is restricted to authorized Grants personnel and other access is gained only via FOIA Inclusive dates of records in the database are November 2007 to present

Database

Disposition Authority Number **DAA-0059-2011-0013-0002**

Contains electronically scanned copies of hard copy grant documents Electronic records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation and related material Contains electronic copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration Electronic files also include telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 6 year(s) and 3 month(s) after final action**

Additional Information

GAO Approval **Not Required**