

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0017

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 Office of U.S. Foreign Assistance Resources

Schedule Subject Consolidated Schedule: Records of the Office of U.S. Foreign Assistance Resources

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Office of U.S. Foreign Assistance Resources to records 2006 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.

The Office of U.S. Foreign Assistance Resources tracks all United States Government (USG) coordination of U.S. foreign assistance. The nine board categories are peace and security, democracy, human rights and governance, health, education and social services, economic development, environment, humanitarian assistance, program management and multi-sector. They also advance U.S. development objectives by coordinating policy, planning and performance management, promoting evidence-informed decision making, and providing strategic direction for the State Department and U.S. Agency for International Development (USAID) foreign assistance resources. The office develops and defends the Administration’s annual State/USAID foreign assistance budget request to the White House and the Congress.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0017

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2019-0017-0001
2	Program Support Files Disposition Authority Number: DAA-0059-2019-0017-0002
3	Data Collection System Disposition Authority Number: DAA-0059-2019-0017-0003

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2019-0017-0001</p> <p>Records documenting the strategic direction, management and coordination of foreign assistance for State and USAID. Documents may include, but are not limited to, operational plans, performance plans, reports, monitoring and evaluation documents; changes and final decisions on foreign assistance fund allocations; interagency coordination files, correspondence and memos.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are exclusively electronic. The inclusive start date 01/01/2006.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of fiscal year or when final action is complete.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Date span of initial transfer is unknown at this time.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Frequency of transfer for these records are unknown at this time.</p>
2	<p>Program Support Files</p> <p>Disposition Authority Number DAA-0059-2019-0017-0002</p>

Contains drafts, copies, and other duplicative references that document and track the implementation of foreign assistance at the interagency, department, and country levels, including content published on www.ForeignAssistance.gov. These documents include, but are not limited to, recommendations that pertain to planning, budgeting, allocation and the evaluation of State and USAID foreign assistance resources, correspondence, reports, roundtables, key issues, parking fines, spending plans, country and regional data packages; standardized program structure and definitions; notes, background information, memos, communication and informal guidance through newsletters and bulletins. Substantive working files are incorporated into other collections that include, but are not limited to the DOS/ USAID Joint Strategic Plan; Joint Regional Strategy; Functional Bureau Strategy; and Congressional reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Records exclusively electronic.

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? No

Disposition Instruction

Cutoff Instruction Cut off files at the end of fiscal year or when final action is complete.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Data Collection System

Disposition Authority Number DAA-0059-2019-0017-0003

FACTS Info is a data collection system that serves as a repository, research tool, and report generator. FACTS Info contains copies of a wide range of State, USAID and PEPFAR assistance information, including, but not limited to, strategic planning documents, budget appropriations and allocations, as well as data from operational plans, and performance plans and reports submitted by missions and bureaus across all stages of budget formulation. Processes supported by the system include: Coordinated Country Development Strategies (CDCS), Mission Resource Requests (MRR), Bureau Resource Requests (BRR), OMB Submissions, Congressional Budget Justifications (CBJ), Annual Performance

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Plans and Reports (APP/APR), Operational Plans (OP) and PEPFAR Country Operational Plans (COP), Performance Plans and Reports (PPR) and PEPFAR Annual or Semi-Annual Performance Reports (APR, SAPR), as well as USAID Forward reforms.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic.

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? No

Disposition Instruction

Cutoff Instruction Cut off files at the end of fiscal year or when final action is complete.

Retention Period Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/27/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/27/2021	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/02/2021	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
08/24/2021	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
03/29/2022	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/05/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/07/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NARA Crosswalk for DAA-0059-2019-0017							
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF INSTRUCTIONS <i>(WHERE APPLICABLE)</i>	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
0001	Program Files	Permanent	Cutoff at the end of the Fiscal Year or when final action is complete.	Resource and Appropriations (RA) Planning and Performance Management (F/PPS)	n/a; new item 2006 forward	New item	NEW
0002	Program Support Files	Temporary	Cut off files at the end of the fiscal year, or when final action is complete.	n/a	n/a; new item 2006 forward	New item	NEW
0003	Data Collection System	Temporary	Cutoff at the end of the Fiscal Year or when final action is complete.	n/a	n/a; new item 2006 forward	New item	NEW