

### Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0001  
Schedule Status: Returned Without Action  
Agency or Establishment: Agency for International Development  
Record Group / Scheduling Group: Records of the Agency for International Development  
Records Schedule Applies to: Major Subdivision  
Major Subdivision: Bureau for Economic Growth, Education and Environment  
Minor Subdivision: Office of Development Credit  
Schedule Subject: Credit Management System (CMS)  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

**Returned Without Action**

Outline of Records Schedule Items for DAA-0286-2012-0001

Sequence Number

1

Credit Management System Master File  
Disposition Authority Number: DAA-0286-2012-0001-0001

**Returned Without Action**

Records Schedule Items

Sequence Number	
1	<p><b>Credit Management System Master File</b></p> <p>Disposition Authority Number      DAA-0286-2012-0001-0001</p> <p>Credit Management System (CMS) stores and processes data related to loans and loan guarantees. It allows USAID staff to track how the loan guarantees are being used and run reports to help understand who is using loans and how. It is a stand-alone tracking system which does not interact with any other system. No data is transmitted from the system beside a few generic emails to users.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff annually at the end of the fiscal year.</p> <p>Transfer to Inactive Storage            Hold in office records management application</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks when the oldest records are 10 years old.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                  Unknown N/A</p> <p>How frequently will your agency transfer these records to the National Archives?                  Unknown N/A</p>

Returned Without Action

### 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
12/12/2012	Certify	Lynn Winston	Agency REcords Off icer	USAID - MMSIRD
03/10/2014	Return Without Ac tion	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

**Returned Without Action**