

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0004
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: Agency-wide
Schedule Subject: Part 3 of 10 of the USAID Washington Disposition Schedule. Freedom of Information and Privacy Act Records and Personnel Records.
Internal agency concurrence to 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
16	11	5	0

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0004

Sequence Number	
1	Freedom of Information and Privacy Act Records
1.1	Public Inquiries Files
1.1.1	Mandatory Classification Review (MCR) Files Disposition Authority Number: DAA-0286-2012-0004-0001
1.1.2	FOIA Reports Files
1.1.2.1	Annual Reports Originating in the Information and Records Division Disposition Authority Number: DAA-0286-2012-0004-0002
1.2	News and Media Relations Files
1.2.1	Audio Visual Files
1.2.1.1	Original Audio Visual Files
1.2.1.1.1	Important Subjects that Reflect the Agency's Mission Disposition Authority Number: DAA-0286-2012-0004-0003
1.2.1.1.2	Automated Index Disposition Authority Number: DAA-0286-2012-0004-0004
1.2.1.2	Motion Pictures
1.2.1.2.1	Important Subjects Reflecting the Agency's Mission Disposition Authority Number: DAA-0286-2012-0004-0005
1.2.1.2.2	Agency Acquired Recordings Disposition Authority Number: DAA-0286-2012-0004-0006
1.2.1.2.3	Unedited Footage Disposition Authority Number: DAA-0286-2012-0004-0007
1.2.1.2.4	Routine Subjects that Do Not Reflect the Agency's Mission Disposition Authority Number: DAA-0286-2012-0004-0008
1.2.1.3	Photography
1.2.1.3.1	Important Subjects Reflecting the Agency's Mission Disposition Authority Number: DAA-0286-2012-0004-0009
1.2.1.3.2	Official Portraits of Senior Agency Officials Disposition Authority Number: DAA-0286-2012-0004-0010
1.2.2	Biographical File on Senior Agency Officials Disposition Authority Number: DAA-0286-2012-0004-0011
1.2.3	Public Relations Files
1.2.3.1	Speeches, Addresses, and Comments. Disposition Authority Number: DAA-0286-2012-0004-0012
1.2.3.2	News Releases

Returned Without Action

Disposition Authority Number: DAA-0286-2012-0004-0013

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Personnel Records

2.1

Position Classification Files

2.2

Medical Case Files

Disposition Authority Number: DAA-0286-2012-0004-0015

2.3

Training Records

2.3.1

Training Aids

2.3.1.1

Record Copy

Disposition Authority Number: DAA-0286-2012-0004-0016

2.3.1.2

Training Aids

Disposition Authority Number: DAA-0286-2012-0004-0017

Returned Without Action

Records Schedule Items

Sequence Number	
1	Freedom of Information and Privacy Act Records
1.1	Public Inquiries Files
1.1.1	Mandatory Classification Review (MCR) Files
	Disposition Authority Number DAA-0286-2012-0004-0001
	Reports and correspondence regarding inquiries from the public for information in the files which was classified. This review is made under the Freedom of Information Act and the current Executive Order on National Security Information.
	Final Disposition Temporary
	Item Status Pending
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than mail and word processing? No
	GRS or Superseded Authority Citation N1 286-86-001/03010
	Disposition Instruction
	Cutoff Instruction Cut off when action is completed.
	Transfer to Inactive Storage Hold in office or records management application.
	Retention Period Destroy 32 year(s) after completion of the action.
	Additional Information
	GAO Approval Not Required
1.1.2	FOIA Reports Files
	Recurring reports and one-time information requirements relating to the Agency implementation of the FOIA, including annual reports to the Congress.
1.1.2.1	Annual Reports Originating in the Information and Records Division
	Disposition Authority Number DAA-0286-2012-0004-0002
	Final Disposition Permanent
	Item Status Pending
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in No

Returned Without Action

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-286-86-001/03120

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application.

Transfer to the National Archives and Accessioning Transfer to the National Archives 17 year(s) after cutoff.

Additional Information

What is the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2 News and Media Relations Files

1.2.1 Audio Visual Files

1.2.1.1 Original Audio Visual Files

1.2.1.1.1 Important Subjects that Reflect the Agency's Mission

Disposition Authority Number DAA-0286-2012-0004-0003

Relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.

Final Disposition Permanent

Item Status Pending

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? No

Returned Without Action

GRS or Superseded Authority Citation N1-286-86-001/03150

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application.

Transfer to the National Archives for Accessioning Transfer to the National Archives in in 5 year blocks when oldest record is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.1.1.2

Automated Index

Disposition Authority Number DAA-0286-2012-0004-0004

These indexes are to be included with with pertinent audio visual files.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03170

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Retire index to a DVD/CD-ROM or other authorized format.

Transfer to the National Archives for Accessioning Transfer to the National Archives in five-year blocks when the oldest recording is 10 years old.

Retained Without Action

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.1.2
1.2.1.2.1

Motion Pictures

Important Subjects Reflecting the Agency's Mission

Disposition Authority Number DAA-0286-2012-0004-0005

For example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counterinsurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region, having anthropological or ethnographic value; by documenting the impact of the Agency program on foreign societies. Include the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03180
N1-286-86-001/03300

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 years blocks when the oldest film is 20 years old.

Additional Information

Returned Without Action

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.1.2.2

Agency Acquired Recordings

Disposition Authority Number DAA-0286-2012-0004-0006

Two projection prints or one projection print and a video recording. These recordings relate to the overall program in a country or region, controversial topics of historical interest, or to the history of U.S. foreign relations with a specific country or region.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03200

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.1.2.3

Unedited Footage

Returned Without Action

Disposition Authority Number DAA-0286-2012-0004-0007

The original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described. These recordings relate to the overall program in a country or region, controversial topics or historical interest, or to the history of U.S. foreign relations with a specific country or region.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03210

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.1.2.4

Routine Subjects that Do Not Reflect the Agency's Mission

Disposition Authority Number DAA-0286-2012-0004-0008

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

Retained Without Action

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-286-90-1/1B

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Retention Period Destroy 10 years after cutoff or when no longer needed, whichever is sooner.

Additional Information

GAO Approval Not Required

1.2.1.3

Photography

1.2.1.3.1

Important Subjects Reflecting the Agency's Mission

Disposition Authority Number DAA-0286-2012-0004-0009

Relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies. Formats may include but are not limited to captioned prints, slides, and contact prints. Include any applicable negatives or thumbnails.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03240
N1-286-86-001/03250
N1-286-86-001/03280

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Returned Without Action

Transfer to the National Archives
for Accessioning

Transfer to the National Archives in 5 year blocks
when the most recent record is 20 years old.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown
N/A

How frequently will your agency
transfer these records to the
National Archives?

Unknown
N/A

1.2.1.3.2

Official Portraits of Senior Agency Officials

Disposition Authority Number

DAA-0286-2012-0004-0010

Including the negatives and captioned prints, if applicable.

Final Disposition

Permanent

Item Status

Pending

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?

No

GRS or Superseded Authority
Citation

N1-286-26-001/03260

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives in 5 year blocks
when the most recent records are 20 years old.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown
N/A

How frequently will your agency
transfer these records to the
National Archives?

Unknown
N/A

1.2.2

Biographical File on Senior Agency Officials

Disposition Authority Number

DAA-0286-2012-0004-0011

Returned Without Action

Background information on top USAID officials or other key personnel for public dissemination.

Final Disposition Temporary

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03330

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Retention Period Destroy immediately after official leaves the Agency or when no longer needed, whichever is sooner.

Additional Information

GAO Approval Not Required

1.2.3

Public Relations Files

1.2.3.1

Speeches, Addresses, and Comments

Disposition Authority Number DAA-0286-2012-0004-0012

Remarks made at formal ceremonies and during interviews by Heads of Agencies or their Senior Assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State or local governments or private groups, such as college and university students, business associations, and cultural news media commentators.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/03340

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application.
Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when oldest record is 20 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.2.3.2

News Releases

Disposition Authority Number DAA-0286-2012-0004-0013

One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new Agency program, termination of old programs, major shifts in policy, and changes in Senior Agency personnel.

Final Disposition Permanent

Item Status Pending

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? No

GRS or Superseded Authority Citation N1-286-86-001/05350

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when oldest records is 20 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

Returned Without Action

2
2.1
2.2

Personnel Records

Position Classification Files

Medical Case Files

Disposition Authority Number DAA-0286-2012-0004-0015

Medical histories; examinations, including laboratory reports; hospital reports; and clinical interviews and other material pertaining to Foreign Service employees and their eligible dependents and employees of other Government agencies who are participating in the medical and health programs of the Department of State.

Final Disposition Temporary

Item Status Pending

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?

GRS or Superseded Authority Citation 1-286-86-001/17390

Disposition Instruction

Cutoff Instruction Cutoff when employee separates.

Transfer to Inactive Storage Retire to the National Personnel Records Center, St. Louis, Missouri 2 years after separation.

Retention Period Destroy 17 year(s) after separation or last action.

Additional Information

GAO Approval Not Required

2.3

Training Records

2.3.1

Training Aids

2.3.1.1

Record Copy

Disposition Authority Number DAA-0286-2012-0004-0016

The record copy of each manual, syllabus, textbook, and other training aids developed for Agency specific training.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Returned Without Action

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

No

GRS or Superseded Authority Citation

N1-286-86-1/17660

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Transfer to the National Archives for accessioning

Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
N/A

How frequently will your agency transfer these records to the National Archives?

Unknown
N/A

2.3.1.2

Training Aids

Disposition Authority Number

DAA-0286-2012-0004-0017

Training Aids developed for administrative or facilitative training.

Final Disposition

Temporary

Item Status

Pending

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?

No

GRS or Superseded Authority Citation

N1-286-86-1/17670

Disposition Instruction

Cutoff Instruction

Cutoff when superseded.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy immediately after cutoff.

Additional Information

Returned Without Action

GAO Approval

Not Required

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