

Request for Records Disposition Authority

Records Schedule Number DAA-0286-2012-0006
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 4 of 10 of the USAID Washington Disposition Schedule. Food for Peace and Voluntary Assistance Records, Board of International Food and Agriculture Development and the continuation of the Europe and Eurasia Records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	22

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0006

Sequence Number	
1	Food For Peace and Voluntary Assistance Records
1.1	Food for Peace and Voluntary Assistance Bureau (FVA) Grant Files Disposition Authority Number: DAA-0286-2012-0006-0001
1.2	Private and Voluntary Cooperation Files
1.2.1	Ocean Freight Files Disposition Authority Number: DAA-0286-2012-0006-0003
1.3	Registered Agency Files
1.3.1	Case Files on Individual Agencies Disposition Authority Number: DAA-0286-2012-0006-0004
1.3.2	Annual Financial Submission Disposition Authority Number: DAA-0286-2012-0006-0005
1.3.3	Denied Agency Registration Files Disposition Authority Number: DAA-0286-2012-0006-0006
1.4	Food for Peace Files
1.4.1	Title I and III Voluntary Agency Agreement Files Disposition Authority Number: DAA-0286-2012-0006-0007
1.4.2	Title II Bilateral Agreements
1.4.2.1	Original Agreements Disposition Authority Number: DAA-0286-2012-0006-0008
1.4.3	Section 416 Agreement Files
1.4.3.1	Original Agreement Disposition Authority Number: DAA-0286-2012-0006-0009
1.4.4	Title II Program Files
1.4.4.1	Annual Estimates of Requirements (AERs) Disposition Authority Number: DAA-0286-2012-0006-0010
1.4.4.2	All Other Program Documentation Disposition Authority Number: DAA-0286-2012-0006-0011
1.4.5	Voluntary Agency Ocean Transport Files Disposition Authority Number: DAA-0286-2012-0006-0012
1.4.6	Agricultural Commodity Files Disposition Authority Number: DAA-0286-2012-0006-0013
2	Board of International Food and Agricultural Development (BIFAD) Records
2.1	Meeting Files
2.1.1	Board for International Food and Agricultural Development

Returned Without Action

- 2.1.2 Disposition Authority Number: DAA-0286-2012-0006-0014
Joint Committee on Agricultural Research and Development (JCARD)
Disposition Authority Number: DAA-0286-2012-0006-0015
- 2.1.3 Bi-Annual Charters for the Board of International Food and Agricultural Development
Disposition Authority Number: DAA-0286-2012-0006-0016
- 2.2 Agricultural Projects Case Files
Disposition Authority Number: DAA-0286-2012-0006-0017
- 3 Continuation of Europe and Eurasia Records
- 3.1 Europe and New Independent State (ENI) Missions Economic Assistance Project
- 3.1.1 Core Project Documents
Disposition Authority Number: DAA-0286-2012-0006-0018
- 3.1.2 Copies of Core Project Documents
Disposition Authority Number: DAA-0286-2012-0006-0019
- 3.1.3 Funding Documents & Funding Mechanism - Implementation Agent Files
Disposition Authority Number: DAA-0286-2012-0006-0020
- 3.1.4 Copies of Funding Documents & Funding Mechanism - Implementation Agent Files
Disposition Authority Number: DAA-0286-2012-0006-0021
- 3.1.5 Reports/Implementation Reviews/Audits/Evaluations
Disposition Authority Number: DAA-0286-2012-0006-0022
- 3.1.6 Copies of Reports/Implementation Reviews/Audits/Evaluations
Disposition Authority Number: DAA-0286-2012-0006-0023

Returned Without Action

Records Schedule Items

Sequence Number	
1	Food For Peace and Voluntary Assistance Records
1.1	Food for Peace and Voluntary Assistance Bureau (FVA) Grant Files
	Disposition Authority Number DAA-0286-2012-0006-0001
	Files pertaining to grants made under the several Food for Peace and Voluntary Assistance Bureau programs. Including copies of proposals; grant applications, agreements, and amendments; project, agreements, and amendments; project, financial, progress, and evaluation reports; and Public International Organizations (PIOs) and related documentation and correspondence.
	Final Disposition Temporary
	Item Status Withdrawn
	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 NA-286-86-001/04010
	Disposition Instruction
	Cutoff Instruction Cutoff when grant is terminated.
	Transfer to Inactive Storage Hold in office of records management application.
	Retention Period Destroy 8 year(s) after cutoff.
	Additional Information
	GAO Approval Not Required
1.2	Private and Voluntary Cooperation Files
1.2.1	Ocean Freight Files
	Disposition Authority Number DAA-0286-2012-0006-0003
	These files pertain to the reimbursement by USAID for shipping expense incurred by voluntary agencies under "subvention" arrangements. Included are copies of procurement authorizations, Schedule D-Overseas Transportation, AID 1550 or equivalent, approval letters, etc., and related correspondence.
	Final Disposition Temporary
	Item Status Withdrawn

Returned Without Action

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	N1-286-86-001/04030
Disposition Instruction	
Cutoff Instruction	Cutoff when file is closed.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 7 years after file is closed.
Additional Information	
GAO Approval	Not Required
Registered Agency Files	
These files document the private voluntary agencies' applications for registration containing all supporting information pertaining to the applicant agencies' legal, financial, and operational status.	
Case Files on Individual Agencies	
Disposition Authority Number	DAA-0286-2012-0006-0004
These files contain the private voluntary agency's application as well as any supporting papers.	
Final Disposition	Temporary
Item Status	Withdrawn
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	N1-286-86-001/04040
Disposition Instruction	
Cutoff Instruction	Cutoff when Agency is removed from the registry.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

Returned Without Action

1.3

1.3.1

1.3.2

Annual Financial Submission

Disposition Authority Number DAA-0286-2012-0006-0005

These files contain the private voluntary agency's annual financial submission as well as any supporting papers.

Final Disposition Temporary

Item Status Withdrawn

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 N1-286-86-001/04050

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.3.3

Denied Agency Registration Files

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

Applications and related correspondence pertaining to private voluntary organizations' registration.

Final Disposition Temporary

Item Status Withdrawn

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 N1-286-86-001/04060

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year in which denied.

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

Returned Without Action

	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.4	Food for Peace Files	
1.4.1	Title I and III Voluntary Agency Agreement Files	
	Disposition Authority Number	DAA-0286-2012-0006-0007
	Copies of agreements and related documentation pertaining to Agency for International Development agreements with host governments under Title I and III of P.L. 480 (The Food for Peace Program).	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	41-286-86-001/04070
	Disposition Instruction	
	Cutoff Instruction	Cutoff when agreement is terminated.
	Transfer to Inactive Storage	Hold in office of records management application.
	Retention Period	Destroy 8 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.4.2	Title II Bilateral Agreements	
1.4.2.1	Original Agreements	
	Disposition Authority Number	DAA-0286-2012-0006-0008
	Files consisting of the original agreements between USAID and host governments under Title II of P.L. 480 (The Food for Peace Program). Arrange alphabetically by country.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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 N1-286-86-001/04080

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 in 5 year blocks 5 year(s) after the most recent termination date.

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

1.4.3

Section 416 Agreement Files

1.4.3.1

Original Agreement

Disposition Authority Number DAA-0286-2012-0006-0009

Files consisting of the original agreements between USAID and voluntary organizations, multilateral organizations, or foreign governments, entered into under the provisions of Section 416 of the Agricultural Act of 1949. Arrange alphabetically by country.

Final Disposition Permanent

Item Status Withdrawn

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 N1-286-86-001/04100

Disposition Instruction

Cutoff Instruction Cutoff at termination of agreements.

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

Returned Without Action

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 5 year(s) after the most recent termination date.

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

1.4.4

Title II Program Files

Files arranged by country, documenting all Title II program and project activity with individual host countries. Included are copies of program plans and projections, program operating and financial documents, annual estimates and requirements, project documentation, and related documents and correspondence.

1.4.4.1

Annual Estimates of Requirements (AERs)

Disposition Authority Number DAA-0286-2012-0006-0010

Signed by USAID and the private Agency, and includes operational plans.

Final Disposition

Permanent

Item Status

Withdrawn

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

N1-286-86-001/04120

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 records are 10 years old.

Additional Information

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

Unknown
N/A

Retained Without Action

1.4.4.2

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

All Other Program Documentation

Disposition Authority Number **DAA-0286-2012-0006-0011**

Includes quarterly estimates, call forward agreements, and cables for shipping instructions.

Final Disposition **Temporary**

Item Status **Withdrawn**

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 **N1-286-86-001/04130**

Disposition Instruction

Cutoff Instruction **Cutoff annually by fiscal year.**

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

Retention Period **Destroy 8 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1.4.5

Voluntary Agency Ocean Transport Files

Disposition Authority Number **DAA-0286-2012-0006-0011**

Includes copies of Letters of Commitment, Procurement Authorizations, Expenditure Reports, etc., and related correspondence.

Final Disposition **Temporary**

Item Status **Withdrawn**

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 **N1-286-86-001/04140**

Returned Without Action

	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 8 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.4.6	Agricultural Commodity Files	
	Disposition Authority Number	DAA-0286-2012-0006-0013
	Reference copies of such documents as commodity specifications, technical studies, and general material on agricultural commodities used in the Food for Peace program.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	N1-286-89-001/04150
	Disposition Instruction	
	Cutoff Instruction	Cutoff when superseded, obsolete, or no longer needed.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy immediately after cutoff.
	Additional Information	
	GAO Approval	Not Required
2	Board of International Food and Agricultural Development (BIFAD) Records	
2.1	Meeting Files	
	Files consisting of such records as notices to the Federal Register, agendas and minutes of meetings, discussion papers, transcripts of proceedings, and related correspondence.	
2.1.1	Board for International Food and Agricultural Development	
	Disposition Authority Number	DAA-0286-2012-0006-0014

Retained Without Action

Board for International Food and Agricultural Development (composed of 7 Board members from the private sector) meeting files.

Final Disposition Permanent

Item Status Withdrawn

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 N1-286-86-01/13010

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 latest 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

2.1.2

Joint Committee on Agricultural Research and Development (JCARD)

Disposition Authority Number DAA-0286-2012-0006-0015

Joint Committee on Agricultural Research and Development (JCARD) meeting files. JCARD is composed of 20 members and is a subcommittee of the Board of International Food and Agricultural Development.

Final Disposition Permanent

Item Status Withdrawn

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 N1-286-86-01/13020

Returned Without Action

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 latest 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 records to the
National Archives?

Unknown
N/A

2.1.3

Bi-Annual Charters for the Board of International Food and Agricultural
Development

Disposition Authority Number

DAA-0286-2012-0006-0016

Correspondence relating to the charters, and amendments to the charter.

Final Disposition

Permanent

Item Status

Withdraw

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

N1-286-86-01/13030

Disposition Instruction

Cutoff Instruction

Cutoff files bi-annually.

Transfer to Inactive Storage

Hold in office or records management application.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 5 year(s) after
cutoff.

Additional Information

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

Unknown
N/A

Returned Without Action

	How frequently will your agency transfer these records to the National Archives?	Unknown N/A	
2.2	Agricultural Projects Case Files Disposition Authority Number	DAA-0286-2012-0006-0017	
	Documents accumulated in the initial development of agricultural projects under grants with universities. The official project files on these projects are maintained by the Geographic Bureaus.		
	Final Disposition	Temporary	
	Item status	Withdrawn	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in electronic format (including e-mail and word processing)?	No	
	GRS or Superseded Authority Citation	NI-286-86-01/3040	
	Disposition Instruction		
	Cutoff Instruction	Cutoff when Board for International Food and Agricultural Development has completed its work on initial project negotiations.	
	Transfer to Inactive Storage	Hold in office for records management application.	
	Retention Period	Destroy 3 year(s) after cutoff.	
	Additional Information		
	GAO Approval	Not Required	
3	Continuation of Europe and Eurasia Records		
3.1	Europe and New Independent State (ENI) Missions Economic Assistance Project Copies of basic project documents and related correspondence pertaining to projects designed, developed, and managed in Europe & Eurasia Regional Missions. The official files station for these records is in USAID's Washington Headquarters. All original documents should be forwarded to Europe & Eurasia Bureau.		
3.1.1	Core Project Documents Disposition Authority Number		DAA-0286-2012-0006-0018
	Consists of Project Decision, Interagency or Coordinating Paper, Committee Minutes, Project Authorization Memorandum, and any waivers and		

Returned Without Action

correspondence addressed to the overall project. These are the original records and should be forwarded to the Europe and Eurasia Bureau, located in the USAID Washington Headquarters.

Final Disposition	Permanent
Item Status	Withdrawn
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
DRS or Superseded Authority Citation	N1-286-96-003/4/a
Disposition Instruction	
Cutoff Instruction	Cutoff after Project Activity Completion Date (PACD).
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 latest record 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

3.1.2

Copies of Core Project Documents

Disposition Authority Number DAA-0286-2012-0006-0019

Consists of Project Decision, Interagency or Coordinating Paper, Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed to the overall project. These copies can be found in the Europe and Eurasia Regional Missions, and are duplicates of the records found in USAID Washington Headquarters.

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

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

GRS or Superseded Authority Citation N1-286-96-003/6a

Disposition Instruction

Cutoff Instruction Cut off when project is closed.

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

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GRS Approval Not Required

3.1.3

Funding Documents & Funding Mechanism - Implementation Agent Files

Disposition Authority Number DAA-0286-2012-0006-0020

Records consist of project implementation orders such as Project Implementation Order/Technical Services (PIO/Ts), Project Implementation Order/Commodities (PIO/Cs), Project Implementation Order/Participants (PIO/Ps) or other usual project funding reservation document with the attachment of interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, Indefinite Quantity Contract (IQC), Interagency Agreement (IAA), transfer, or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with files for transfer to particular funding activity. These are the original records and should be forwarded to the Europe and Eurasia Bureau, located in the USAID Washington Headquarters.

Final Disposition Temporary

Item Status Withdrawn

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 N1-286-96-003/4b

Disposition Instruction

Cutoff Instruction Cutoff after Project Activity Completion Date (PACD).

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

Retention Period Destroy 8 year(s) after termination of project.

3.1.4

Additional Information

GAO Approval Not Required

Copies of Funding Documents & Funding Mechanism - Implementation Agent Files

Disposition Authority Number DAA-0286-2012-0006-0021

Consist of project implementation orders such as Project Implementation Order/ Technical Services (PIO/Ts), Project Implementation Order/Commodities (PIO/Cs), Project Implementation Order/Participants (PIO/Ps) or other usual project funding reservation document with the attachment of interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, Indefinite Quantity Contract (IQC), Interagency Agreement (IAA), transfer, or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with files for transfer to particular funding activity. These copies can be found in the Europe and Eurasia Regional Missions, and are duplicates of the records found in USAID Washington Headquarters.

Final Disposition Temporary

Item Status Withdrawn

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 N1-286-96-003/6b

Disposition Instruction

Cutoff Instruction Cut off when project is closed.

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

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3.1.5

Reports/Implementation Reviews/Audits/Evaluations

Disposition Authority Number DAA-0286-2012-0006-0022

Records consist of project monitoring, review, and evaluation documents; copies of any press releases, news accounts, or articles concerning the project. These are the original records and should be forwarded to the Europe and Eurasia Bureau, located in the USAID Washington Headquarters.

Required Without Action

Final Disposition Permanent
Item Status Withdrawn
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 N1-286-96-003/4c
Disposition Instruction
Cutoff Instruction Cutoff after Project/Activity Completion Date (PACD).
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 latest record 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

3.1.6

Copies of Reports/Implementation Reviews/Audits/Evaluations

Disposition Authority Number DAA-0286-2012-0006-0023

Consist of project monitoring, review, and evaluation documents; copies of any press releases, news accounts, or articles concerning the project. These copies can be found in the Europe and Eurasia Regional Missions, and are duplicates of the records found in USAID Washington Headquarters.

Final Disposition Temporary
Item Status Withdrawn
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 N1-286-96-003/6c

Returned Without Action

Disposition Instruction

Cutoff Instruction

Transfer to Inactive Storage

Retention Period

Additional Information

GAO Approval

Cut off when project is closed.

Hold in office or records management application.

Destroy 1 year(s) after cutoff.

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 Officer	USAID - MMSIRD
03/10/2014	Returned Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

Returned Without Action