

Request for Records Disposition Authority

Records Schedule Number DAA-0286-2012-0007

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 5 of 10 of the USAID Washington Disposition Schedule.
Geographic Bureau General Records, Foreign Disaster Assistance
Records, Advisory Committee on Voluntary Foreign Aid Records, and
Europe and Eurasia Records

Internal agency concurrences will be provided

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	20

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0007

Sequence Number	
1	Geographic Bureau General Records
1.1	Program Correspondence Files Disposition Authority Number: DAA-0286-2012-0007-0001
1.2	General Financial Files Disposition Authority Number: DAA-0286-2012-0007-0002
1.3	Congressional Notification and Congressional Presentation File Disposition Authority Number: DAA-0286-2012-0007-0003
1.4	Country Development Strategy Statement (CDSS) File
1.4.1	Records Copies Disposition Authority Number: DAA-0286-2012-0007-0004
1.5	Briefing Files Disposition Authority Number: DAA-0286-2012-0007-0005
2	Foreign Disaster Assistance Records
2.1	Administrative Files Disposition Authority Number: DAA-0286-2012-0007-0006
2.2	Program Files Disposition Authority Number: DAA-0286-2012-0007-0007
2.3	Policy Files Disposition Authority Number: DAA-0286-2012-0007-0008
2.4	Foreign Disaster Assistance Project Files
2.4.1	Documentation Relating to Disaster Assistance in Cooperating Countries Disposition Authority Number: DAA-0286-2012-0007-0009
2.4.2	Undeclared Disasters Disposition Authority Number: DAA-0286-2012-0007-0010
3	Advisory Committee on Voluntary Foreign Aid Records
3.1	Committee Meeting Files Disposition Authority Number: DAA-0286-2012-0007-0011
3.2	Files on Individual Committee Members Disposition Authority Number: DAA-0286-2012-0007-0012
3.3	Contract Files on Meetings Disposition Authority Number: DAA-0286-2012-0007-0013
4	Europe and Eurasia Records
4.1	Administrative Files Disposition Authority Number: DAA-0286-2012-0007-0014

- 4.2 Program Files
Disposition Authority Number: DAA-0286-2012-0007-0015
- 4.3 Policy Files
Disposition Authority Number: DAA-0286-2012-0007-0016
- 4.4 U.S. Economic Assistance Project
 - 4.4.1 Core Project Documents
Disposition Authority Number: DAA-0286-2012-0007-0017
 - 4.4.2 Funding Documents & Funding Mechanisms - Implementation Agent Files
Disposition Authority Number: DAA-0286-2012-0007-0018
 - 4.4.3 Reports and Implementation Documents
Disposition Authority Number: DAA-0286-2012-0007-0019
- 4.5 Europe and New Independent States (ENI) Overseas Missions
 - 4.5.1 Technical Assistance Project Files
Disposition Authority Number: DAA-0286-2012-0007-0020

Returned without Action

Records Schedule Items

Sequence Number	
1	<p>Geographic Bureau General Records</p>
1.1	<p>Program Correspondence Files</p>
	<p>Disposition Authority Number DAA-0286-2012-0007-0001</p>
	<p>Subject and Country Files of Country Desk Offices. These files document in a unique way the operations of the Agency for International Development, and reflect their problems and accomplishments. Arrange by subject and country, as appropriate.</p>
	<p>Final Disposition Temporary</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? No</p>
	<p>GRS or Superseded Authority Citation N1286-86-001/ 05010</p>
	<p>Disposition Instruction</p>
	<p>Cutoff Instruction Cutoff annually by fiscal year.</p>
	<p>Transfer to Inactive Storage Hold in office or records management application.</p>
	<p>Retention Period Destroy 12 year(s) after cutoff.</p>
	<p>Additional Information</p>
	<p>GAO Approval Not Required</p>
1.2	<p>General Financial Files</p>
	<p>Disposition Authority Number DAA-0286-2012-0007-0002</p>
	<p>Working files pertaining to financial management functions of several geographic areas covering material relating to annual budget submissions, budget expenses, funding limits, background justification and expenses, monthly operating expenses, etc. Files containing such forms as: copies of Request for Budget Allowance, Annual Budget Submissions, Request for Operational Year Budget Change, Project Implementation, and Advice of Budget Allowances. Files are used to control expenditures of funds.</p>
	<p>Final Disposition Temporary</p>
	<p>Item Status Withdrawn</p>

Returned Without Action

1.3

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 N1-286-86-001/05020.

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

Congressional Notification and Congressional Presentation File

Disposition Authority Number DAA-0286-2012-0007-0003

Working files containing information needed for presentation of the Bureaus' annual program and budget to Congress and any changes to the program that require congressional notification. They contain information on operational year budget changes, congressional notifications, program revision requests, guidelines for preparation of congressional notification, advice of program change, and monthly project accounting information system reports.

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 N1-286-86-001/05030

Disposition Instruction

Cutoff Instruction Close file at end of the fiscal year.

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

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Returned Without Action

1.4

Country Development Strategy Statement (CDSS) File
Formal statements on each country's foreign aid assistance program submitted by USAID annually. These statements are printed and bound and distributed to appropriate offices throughout the Agency.

1.4.1

Record Copies

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

Records copies of formal statements on each country's foreign aid assistance program maintained in Geographic Bureaus, arrange by country and thereunder chronologically.

Final Disposition Permanent

Item Status Withdrawn

Is this form 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 N1-286-86-001/05040

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

1.5

Briefing Files

Disposition Authority Number DAA-0286-2012-0007-0005

Files consisting of reports prepared by USAID staff members for Agency officials anticipating visits to countries where USAID has a mission. These reports contain pertinent information on the country to be visited and the current Agency assistance program in the country.

Returned 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	N1-286-86-001/05060
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Alternative 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
How frequently will your agency transfer these records to the National Archives?	Unknown N/A

2 Foreign Disaster Assistance Records

2.1

Administrative Files

Disposition Authority Number DAA-0286-2012-0007-0006

This series documents the daily administrative needs and functions of the office. The series consist of files covering such subject matter as: general administrative matters, budget planning and approvals, funds accounting and general audit instructions, routine housekeeping and office supply needs, personnel related information, procurement and contracting instructions, and travel guidance. The files contain incoming and outgoing correspondence (letters, memos, cables, etc.), notices, forms, reports, etc. Document classification and file maintenance is in accordance with USAID Handbook 21, Part II. This office is not considered to be the office of record for any of the subject matter contained in this series. The files are of short-term usage with the greatest use being within three months of filing. Some periodic reference, usually once or twice annually, is made to the previous year's files – rarely is reference made beyond the second year.

Final Disposition	Temporary
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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	NC1-286-82-1/1
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in active office space or records management application.
Retention Period	Destroy 4 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Program Files	
Disposition Authority Number	DAA-0286-2012-0007-0007
This series consists of technical subjects. Files contain documents relating to disaster assistance in cooperating countries that coordinate with international organizations, U.S. voluntary agencies, and U.S. private sector; correspondence consists of incoming and outgoing cables, reports, letters memos, notices, etc.	
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	NC1-286-82-1/2
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year of creation.
Transfer to Inactive Storage	Hold in active office space or records management application.
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when files are 10 years old.

Returned Without Action

2.2

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

Policy Files

Disposition Authority Number DAA-0286-2012-0007-0008

This series consist of letters, memos, directives, etc., on the Office of Foreign Disaster Assistance 's policies on natural disasters. Includes congressional guidelines, General Counsel rulings, etc.

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 NCT-286-82-1/3

Disposition Instruction

Cutoff Instruction Cutoff at the end of the year of creation.

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 files 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

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

2.4

Foreign Disaster Assistance Project Files

2.4.1

Documentation Relating to Disaster Assistance in Cooperating Countries

Disposition Authority Number DAA-0286-2012-0007-0009

Records consist of such documents as disaster declarations, requests for assistance, newspaper clippings, news bulletins, project implementation orders, (Project Implementation Order/Commodities (PIO/Cs), Project Implementation Order/Technical Services (PIO/Ts) etc.), contracts situation and other reports, and correspondence (letters, memos, cables) on disasters that coordinate with international organizations, U.S. voluntary agencies, and the U.S. private sector.

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 Supersede Authority Citation NC1-286-82-1/4a

Disposition Instruction

Cutoff Instruction Cutoff at close of disaster.

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

2.4.2

Undeclared Disasters

Disposition Authority Number DAA-0286-2012-0007-0010

Undeclared disasters occur when "disaster" situations exist but are not officially recognized as disasters by the American ambassador to the cooperating country. Undeclared disaster files contain documents relating to other agency assistance in cooperating countries. The files consist of cables, letters, memos, and reports.

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	NC1-286-82-1/4b
Disposition Instruction	
Cutoff Instruction	Cutoff at the close of disaster
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 7 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
3 Advisory Committee on Voluntary Foreign Aid Records	
3.1 Committee Meeting Files	
Disposition Authority Number	DAA-0286-2012-0007-0011
General correspondence, copies of meeting agendas, minutes, and other documentation pertaining to the proceedings of the individual meeting. Arranged chronologically.	
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	N1-286-86-01/12010
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	

Returned Without Action

3.2

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

Files on Individual Committee Members

Disposition Authority Number **DAA-0286-2012-0007-0012**

Copies of resumes, travel records, and other pertinent administrative records.

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 **N1-286-86-01/12020**

Disposition Instruction

Cutoff Instruction **Cutoff files when membership is terminated.**

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**

3.3

Contract Files on Meetings

Disposition Authority Number **DAA-0286-2012-0007-0013**

Administrative copies of contracts on the individual meetings (4 per year).

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 **N1-286-86-01/12030**

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

4 Europe and Eurasia Records

4.1 Administrative Files

Disposition Authority Number DAA-0286-2012-0007-0014

This series documents the daily administrative needs and functions of the office. The series consists of files covering such subject matters as: general administrative matters, budget planning and approvals, funds accounting and general audit instructions, routine housekeeping and office supply needs, personnel information, procurement and contracting instructions and travel guidance. The files contain incoming and outgoing correspondence (letters, memo, cables, etc.) notices, forms, and reports.

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 N1-286-96-003/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year of creation

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

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4.2 Program Files

Disposition Authority Number DAA-0286-2012-0007-0015

This series consists of technical subjects. Files contain documents relating U.S. economic assistance programs within Europe and the New Independent States

regions, including those being implemented by other U.S. Government Agencies with USAID financing. Including program documentation, goals, strategies, and objections, analysis tracking of the status of obligations, analysis reports. Correspondence consists of incoming and outgoing cables, reports, letters, memos, notices, etc.

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 N1-286-96-003/2

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year of creation.

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 most recent file is 12 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

Policy Files

Disposition Authority Number DAA-0286-2012-0007-0016

This series consist of letters, memos, directives on U.S. Economic Assistance policy within the Europe and the New Independent States Regions. Including Briefing, follow-up reports, Congressional, General Counsel (GC) Rulings, etc.

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

4.3

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

GRS or Superseded Authority Citation N1-286-96-003/3

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year of creation.

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

Transfer to the National Archives by Accessioning Transfer to the National Archives in 5 year blocks when most recent file is 15 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

4.4

U.S. Economic Assistance Project

4.4.1

Core Project Documents

Disposition Authority Number DAA-0286-2012-0007-0017

Consists of Project Decision Paper, Program Assistance Approval Document (PAAD), Interagency Coordinating Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed.

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 N1-286-96-003/4/a

Disposition Instruction

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

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 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

4.4.2

Funding Documents & Funding Mechanisms - Implementation Agent Files

Disposition Authority Number DAA-0286-2012-0007-0018

These 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 documents with the 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, contract, Indefinite Quantity Contracts (IQC), Interagency Agreement (IAA), transfer of equipment. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with the particular funding activity.

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 N1-286-96-003/4/b

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.

Additional Information

GAO Approval Not Required

Returned Without Action

4.4.3

Reports and Implementation Documents

Disposition Authority Number **DAA-0286-2012-0007-0019**

These records consist of reviews, audits, evaluations, and project monitoring. Others include copies of press releases, news accounts, or articles concerning the project.

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 **N1-286-96-003/4/c**

Disposition Instruction

Cutoff Instruction **Cut off 1 year 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 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**

4.5

Europe and New Independent States (ENI) Overseas Missions

These records are related to project assistance in Europe and the Independent States. Since this function is centralized in the Europe and Eurasia Bureau within the Washington Headquarters, most of the records described below are only record copies that are maintained within the Washington Headquarters and therefore are held in the offices.

4.5.1

Technical Assistance Project Files

Disposition Authority Number **DAA-0286-2012-0007-0020**

Copies of basic project documents and related correspondence pertaining to projects for which assistance and project coordination only was provided.

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	N1-286-96-003/5
Disposition Instruction	
Cutoff Instruction	Cutoff when project is completed.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy immediately after cutoff.
Additional Information	
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