

### Request for Records Disposition Authority

Records Schedule Number DAA-0286-2012-0009

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 8 of 10 of the USAID Washington Disposition Schedule. Program and Policy Coordination Records, Fiscal Management Records, and Procurement and Contracting Records.

Internal agency concurrence 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	16

GAO Approval

**Returned Without Action**

## Outline of Records Schedule Items for DAA-0286-2012-0009

Sequence Number	
1	Program and Policy Coordination Records
1.1	Donor Coordination Files
1.1.1	International Organizations Files
1.1.1.1	Program Files Disposition Authority Number: DAA-0286-2012-0009-0001
1.1.1.2	Working Papers Disposition Authority Number: DAA-0286-2012-0009-0002
1.1.1.3	Files Regarding Programs of the United Nations and its Affiliated Organizations Disposition Authority Number: DAA-0286-2012-0009-0003
1.1.1.4	Reports on International Conferences Disposition Authority Number: DAA-0286-2012-0009-0004
1.1.1.5	Development Assistance Coordination (DAC) Donor Files Disposition Authority Number: DAA-0286-2012-0009-0005
1.2	National Advisory Council on International Monetary and Financial Policies Files Disposition Authority Number: DAA-0286-2012-0009-0006
1.3	Multilateral Development Banks Files Disposition Authority Number: DAA-0286-2012-0009-0007
1.4	Program Evaluation Files
1.4.1	Impact Evaluation Reports and Studies Disposition Authority Number: DAA-0286-2012-0009-0008
1.4.2	Background Files and Related Correspondence Disposition Authority Number: DAA-0286-2012-0009-0009
1.4.3	Project Evaluation Summaries (PES) Files Disposition Authority Number: DAA-0286-2012-0009-0010
2	Fiscal Management Records
2.1	Time and Attendance Reports Files
2.1.1	Individual Pay Case Files Disposition Authority Number: DAA-0286-2012-0009-0012
2.2	Loan Services Files
2.2.1	Loan Files Disposition Authority Number: DAA-0286-2012-0009-0015
2.2.2	Payment Files
2.2.2.1	Payment Records on Grants and Contracts

2.2.2.2	Disposition Authority Number: DAA-0286-2012-0009-0016 Letters of Commitments Disposition Authority Number: DAA-0286-2012-0009-0017
2.2.2.3	Bank Letters of Credit Disposition Authority Number: DAA-0286-2012-0009-0018
3	Procurement and Contracting Records
3.1	Unique Procurement Files Disposition Authority Number: DAA-0286-2012-0009-0022

**Returned without Action**

Records Schedule Items

Sequence Number	
1	Program and Policy Coordination Records
1.1	Donor Coordination Files
1.1.1	International Organizations Files
1.1.1.1	Program Files
	Disposition Authority Number DAA-0286-2012-0009-0001
	Correspondence, reports agendas, and minutes of meetings of consultative groups and subsidiary and affiliated organizations regarding development assistance and USAID liaison with such organizations.
	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 N/A-286-06-001/08010
	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
1.1.1.2	Working Papers
	Disposition Authority Number DAA-0286-2012-0009-0002

Returned Without Action

Working papers for conference sessions, such as delegate lists, admission cards and badges, correspondence on arrangements, and duty schedules.

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 N1-286-86-001/08020

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 date of conference.

Additional Information

GAO Approval Not Required

1.1.1.3

Files Regarding Programs of the United Nations and its Affiliated Organizations

Disposition Authority Number DAA-0286-2012-0009-0003

Files regarding programs of the United Nations and its affiliated organizations which show a relation to cooperating countries and USAID liaison.

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 N1-286-86-001/08030

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.

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

1.1.1.4

Reports on International Conferences

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

Reports of international conferences attended, providing the USAID Administrator with a brief report of the conference or meeting.

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 N/A-286-06-001/08040

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.

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

1.1.1.5

Development Assistance Coordination (DAC) Donor Files

Disposition Authority Number DAA-0286-2012-0009-0005

Files consisting of correspondence and other documents relating to specific donors, bilateral relations between USAID and others, and information on various donor programs.

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

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 N1-286-86-001/08050

Citation

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.

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

National Advisory Council on International Monetary and Financial Policies Files

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

Files accumulated by USAID documenting the activities of the Council, chaired by the Treasury Department, and its periodic meetings.

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

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 N1-286-86-001/08060

Citation

1.3

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy 13 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Multilateral Development Banks Files

Disposition Authority Number

DAA-0286-2012-0009-0007

Files documenting USAID's relations with multilateral development banks, such as the World Bank, International Development bank, etc., consisting of minutes of meetings, bank policy statements, and related correspondence.

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

N1-286-06-001/08070

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 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

1.4

Program Evaluation Files



1.4.1

Correspondence, reports, special studies, and other records pertaining to Agency evaluative research, socioeconomic impact assessments, and program evaluation development issues and USAID programs.

**Impact Evaluation Reports and Studies**

Disposition Authority Number DAA-0286-2012-0009-0008

Records include Impact Evaluation Reports, Discussion Papers, Special Studies, Program Evaluation Reports, and Program Design and Evaluation Methods Files.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this schedule currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-286-86-001/08080

**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 20 years.

**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

1.4.2

**Background Files and Related Correspondence**

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

Background files and related correspondence that were used in the development of program evaluation files.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

1.4.3

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 N1-286-86-001/08090

Disposition Instruction

Cutoff Instruction Cutoff when final report or study is issued.

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

Retention Period Destroy 9 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Project Evaluation Summaries (PES) Files

Disposition Authority Number DAA-0286-2012-0009-0010

Files pertaining to in-depth studies and analyses of the social and economic impact of alternative types of strategies, programs, and projects on the lives of foreign assistance beneficiaries. Included are copies of studies and analyses and related correspondence. These files are not duplicated in the Impact Evaluation Reports and Studies records.

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 N1-286-86-001/08100

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 20 years.

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	Fiscal Management Records	
2.1	Time and Attendance Reports Files	
2.1.1	Individual Pay Case Files	
	Disposition Authority Number	DAA-0286-2012-0009-0012
	<p>Files containing documents pertaining to employees pay history including allotments from purchases documents, leave data, SF 50s, payroll change slips, income tax and retirement material, levied and garnishment records and related other documents and correspondence. These files can be in paper or electronic format. NOTE: (1) This item brings together documents pertaining to the pay history of individual employees. The retention period prescribed exceeds those contained in General Records Schedule 2, Payrolling and Pay Administration Records for all of the documents which some agencies do not bring together in one separate record series but rather maintain in several series. The 7 years retention period satisfies all Agency needs for the records based on reference experience over an extended period of time. (2) See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 6, for instructions relating to CFC authorizations</p>	
	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	N1-286-86-01/15270
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when employee separates.
	Transfer to Inactive Storage	Hold in office of records management application.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
2.2	Loan Services Files	

Required Without Action

2.2.1

**Loan Files**

Disposition Authority Number DAA-0286-2012-0009-0015

Folders containing loan agreements, loan guaranty documents, selected project implementation letters (PILS), amortization schedules, and related documents pertaining to loans with host countries under foreign aid 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 N1-286-86-01/15410

**Disposition Instruction**

Cutoff Instruction Cutoff files when loan is paid.

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

Retention Period Destroy 9 year(s) and 3 month(s) after loan is paid and no claims are outstanding.

**Additional Information**

GAO Approval Not Required

2.2.2

**Payment Files**

2.2.2.1

**Payment Records on Grants and Contracts**

Disposition Authority Number DAA-0286-2012-0009-0016

Payment records on grants and contracts, including investment guarantee contracts, with private contractors.

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 N1-286-86-01/15420

**Disposition Instruction**

**Returned Without Action**

2.2.2.2

Cutoff Instruction Cut off files when payment is made.  
Transfer to Inactive Storage Hold in office or records management application.  
Retention Period Destroy 9 year(s) and 3 month(s) after payment.

Additional Information

GAO Approval Not Required

Letters of Commitments

Disposition Authority Number DAA-0286-2012-0009-0017

Letters of commitments and related documentation pertaining to program funded projects with host countries.

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 NA-286-86-01/15430

Disposition Instruction

Cutoff Instruction Cutoff files when payment is made.  
Transfer to Inactive Storage Hold in office or records management application.  
Retention Period Destroy 9 year(s) and 3 month(s) after payment.

Additional Information

GAO Approval Not Required

2.2.2.3

Bank Letters of Credit

Disposition Authority Number DAA-0286-2012-0009-0018

Bank letters of credit relating to grants and contracts with private contractors or host countries.

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 N1-286-86-01/15440

Disposition Instruction

Cutoff Instruction Cut off files when payment is made.

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

Retention Period Destroy 9 year(s) and 3 month(s) after payment.

Additional Information

GAO Approval Not Required

Procurement and Contracting Records

Unique Procurement Files

Disposition Authority Number DAA-0286-2012-0009-0022

Procurement files documenting the initiation and develop of transactions that deviate from established precedents with respect to general Agency procurement programs.

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 N1-286-86-1/15015

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Send report and files to the Information and Record Division (M/MS/IRD).

Retention Period Destroy 6 year(s) and 3 month(s) after final payment.

Additional Information

GAO Approval Not Required

**Returned Without Action**

3  
3.1

### 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**