

Request for Records Disposition Authority

Records Schedule Number DAA-0286-2012-0010

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 9 of 10 of the USAID Washington Disposition Schedule. Science
Advisor Records, and Science and Technology 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
19	6	13	0

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0010

Sequence Number	
1	Science Advisor Records
1.1	Grant Applicant Files
1.1.1	Unsuccessful Applications Disposition Authority Number: DAA-0286-2012-0010-0001
1.2	Grant Case Files
1.2.1	Project Reports and Studies Disposition Authority Number: DAA-0286-2012-0010-0002
1.2.2	Grant Documentation Disposition Authority Number: DAA-0286-2012-0010-0003
2	Science and Technology (S&T) Records
2.1	Science and Technology Project Files
2.1.1	Project Papers and Reports Disposition Authority Number: DAA-0286-2012-0010-0004
2.1.2	All Other Project Records Disposition Authority Number: DAA-0286-2012-0010-0005
2.2	Unsolicited Project Proposals
2.2.1	Successful Proposals Disposition Authority Number: DAA-0286-2012-0010-0006
2.2.2	Unsuccessful Proposals Disposition Authority Number: DAA-0286-2012-0010-0007
2.3	Memoranda of Understanding (MOU) Files Disposition Authority Number: DAA-0286-2012-0010-0008
2.4	Sector Council Files Disposition Authority Number: DAA-0286-2012-0010-0009
2.5	International Organizations Files Disposition Authority Number: DAA-0286-2012-0010-0010
2.6	Research Advisory Committee (RAC) Files
2.6.1	Meetings Records Disposition Authority Number: DAA-0286-2012-0010-0011
2.6.2	Committee Member Files Disposition Authority Number: DAA-0286-2012-0010-0012
2.6.3	Administrative Files Disposition Authority Number: DAA-0286-2012-0010-0013
2.7	Joint Career Corps (JCC) Files

- 2.7.1 Agreements with Universities
Disposition Authority Number: DAA-0286-2012-0010-0014
- 2.7.2 Joint Career Corps Member File
Disposition Authority Number: DAA-0286-2012-0010-0015
- 2.7.3 Correspondence and other General Records
Disposition Authority Number: DAA-0286-2012-0010-0016
- 2.8 Resource Support Services Agreement Files
- 2.8.1 Reports
Disposition Authority Number: DAA-0286-2012-0010-0017
- 2.8.2 All Other Documentation
Disposition Authority Number: DAA-0286-2012-0010-0018
- 2.9 Training Materials
- 2.10 Followup of Training Participants
Disposition Authority Number: DAA-0286-2012-0010-0021

Returned Without Action

Records Schedule Items

Sequence Number	
1	Science Advisor Records
1.1	Grant Applicant Files Applications, memorandum, correspondence, and other records relating to the decision to accept or reject grant proposals.
1.1.1	Unsuccessful Applications Disposition Authority Number DAA-0286-2012-0010-0001 Files relating to unsuccessful (rejected or withdrawn) grant applications. 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 N-216-86-001/09010 Disposition Instruction Cutoff Instruction Cutoff after rejection or withdrawal. Transfer to Inactive Storage Hold in office records management application. Retention Period Destroy 3 year(s) after cutoff. Additional Information GAO Approval Not Required
1.2	Grant Case Files Proposals or successful applications, contract, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds; and project budgets.
1.2.1	Project Reports and Studies Disposition Authority Number DAA-0286-2012-0010-0002 Project reports and studies produced under the grant. Final Disposition Permanent Item Status Pending

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 N1-286-86-001/09030

Disposition Instruction

Cutoff Instruction Cutoff files when case is closed.

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

1.2.2

Grant Documentation

Disposition Authority Number DAA-0286-2012-0010-0003

All other documentation related to the grant

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 N1-286-86-001/09040
N1-286-86-001/09020

Disposition Instruction

Cutoff Instruction Cutoff files when case is closed.

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

Retention Period Destroy 8 year(s) after case is closed.

Returned Without Action

	Additional Information	
	GAO Approval	Not Required
2	Science and Technology (S&T) Records	
2.1	Science and Technology Project Files	
	These files consist of documentation pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects. Files include, but are not limited to, copies of proposals, applications, agreements, contracts, interim progress reports, Project Implementation Orders for Technical Services (P/O/Ts), project papers, published and unpublished reports, and other documents and correspondence pertinent to the project.	
2.1.1	Project Papers and Reports	
	Disposition Authority Number	DAA-0286-2012-0010-0004
	Project papers and published or unpublished reports (exclusive of interim project progress reports, books, studies, or any other final product.	
	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	N1-286-06-001/10010
	Disposition Instruction	
	Cutoff Instruction	Cut off at close of project
	Transfer to Inactive Storage	Transfer to the 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
2.1.2	All Other Project Records	

Returned Without Action

Disposition Authority Number DAA-0286-2012-0010-0005

All other project working files pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects.

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 N1-286-86-001/10020

Disposition Instruction

Cutoff Instruction Cut off at the close of project.

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

Unsolicited Project Proposals

Successful Proposals

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

Successful project proposals that were submitted to USAID.

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 N1-286-86-001/10040

Disposition Instruction

Cutoff Instruction Cut off when project is terminated.

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

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

Returned Without Action

2.2

2.2.1

2.2.2

Additional Information

GAO Approval Not Required

Unsuccessful Proposals

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

Unsuccessful project proposals that were submitted to USAID.

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 N1-286-86-001/10050

Disposition Instruction

Cutoff Instruction Cutoff after grant awardee is determined.

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

Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.3

Memoranda of Understanding (MOU) Files

Disposition Authority Number DAA-0286-2012-0010-0005

Copies of signed memoranda of understanding with universities regarding the scope of work to be performed by institutions under USAID strengthening grants and contracts. Include related correspondence.

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 N1-286-86-001/10060

Disposition Instruction

Returned Without Action

2.4

Cutoff Instruction Cut off when memoranda of understanding is cancelled or superseded.
 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

Sector Council Files

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

Files pertaining to the activities of several USAID councils or committees composed of appropriate USAID staff members to advise the Agency in the various areas (sectors) or USAID development assistance to host countries. Included are meeting agendas, minutes of meetings, copies of papers prepared by the councils, and related records and correspondence. Arranged chronologically within sector councils.

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 N1-286-86-00110070

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 when most recent record in 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

Retrieved Without Action

2.5

International Organizations Files

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

These files consist of correspondence, reports, and records of meetings and conferences pertaining to USAID interest in the organization, planning, and operations of international organizations (such as the Consultative Group on International Agricultural Research (CGIAR)) in USAID areas of concern. Arranged by organization and thereunder chronologically.

Final Disposition **Permanent**

System Status **Pending**

Is this system media neutral? **Yes**

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

GRS or Superseded Authority Citation **N1-286-86-001/10080**

Disposition Instructions

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 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**

2.6

Research Advisory Committee (RAC) Files

Documentation accumulated by the Office of Research and University Relations (RUR) in its capacity as the Secretariat for the Research Advisory Committee.

2.6.1

Meetings Records

Disposition Authority Number **DAA-0286-2012-0010-0011**

Meetings records, consisting of agendas and other documentation on Research Advisory Committee meetings. Arrange chronologically.

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	N1-286-86-001/10090
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
2.6.2 Committee Member Files	
Disposition Authority Number	DAA-0286-2012-0010-0012
Files consisting of general material (biographical information, agency affiliation, etc.) on the individual Research Advisory Committee members.	
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	N1-286-86-001/10100
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.

Returned Without Action

2.6.3

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Administrative Files

Disposition Authority Number DAA-0286-2012-0010-0013

Administrative files documenting the routine housekeeping functions supporting Research Advisory Committee activities.

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 N1-286-86-001/10110

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

2.7

Joint Career Corps (JCC) Files

Files consisting of correspondence and other records pertaining to the recruitment of members in the Joint Career Corps, and USAID negotiations with universities on matters relating to the Corps activities.

2.7.1

Agreements with Universities

Disposition Authority Number DAA-0286-2012-0010-0014

Files consisting of correspondence and agreements that were negotiated between USAID and universities relating to Joint Career Corps activities.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

2.7.2

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

GRS or Superseded Authority Citation N1-286-86-001/10120

Disposition Instruction

Cutoff Instruction Cutoff when agreements are terminated.

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

Joint Career Corps Member File

Disposition Authority Number DAA-0286-2012-0010-0015

Biographical data on members of the Joint Career Corps.

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 N1-286-86-001/10130

Disposition Instruction

Cutoff Instruction Cutoff when member is separated from Corps.

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

2.7.3

Correspondence and other General Records

Disposition Authority Number DAA-0286-2012-0010-0016

Correspondence and other general records relating to the Joint Career Corps.

Final Disposition Temporary

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	N1-286-86-001/10140
	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
2.8	Resource Support Services Agreement Files	
	These files pertain to the agreement between USAID and the National Science Foundation for the latter agency to review USAID research projects for scientific soundness before actual commitment. Included are correspondence, reports, and other documentation relating to the National Science Foundation's involvement in USAID project research activity.	
2.8.1	Reports	
	Disposition Authority Number	DAA-0286-2012-0010-0017
	Reports between USAID and the National Science Foundation, reviewing USAID research projects for scientific soundness.	
	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	N1-286-86-001/10150
	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 document is 10 years old.

Returned 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

2.8.2

Other Documentation

Disposition Authority Number DAA-0286-2012-0010-0018

These files include correspondence and working papers relating to the National Science Foundation's involvement in USAID project research activity.

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 N/A-286-06-001/10160

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

2.9

Training Materials

2.10

Followup of Training Participants

Disposition Authority Number DAA-0286-2012-0010-0021

Correspondence and related material regarding methods of ensuring continuing contact with participants after training to develop maximum potential of individual participants.

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	NC1-286-76-3/29a
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 22 year(s) 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