

### Request for Records Disposition Authority

Records Schedule Number DAA-0286-2012-0011

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 10 of 10 of the USAID Washington Disposition Schedule.  
Administrative Management Records and General Support Services  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	13

GAO Approval

**Returned Without Action**

## Outline of Records Schedule Items for DAA-0286-2012-0011

Sequence Number	
1	Administrative Management Records
1.1	Formal Directives
1.1.1	Issuances Related to Agency Program Functions Disposition Authority Number: DAA-0286-2012-0011-0001
1.1.2	Case Files Disposition Authority Number: DAA-0286-2012-0011-0002
1.2	Publications
1.2.1	Record Copy Disposition Authority Number: DAA-0286-2012-0011-0003
1.2.2	Working Papers and Background Materials Disposition Authority Number: DAA-0286-2012-0011-0004
1.3	Management Improvement Reports Disposition Authority Number: DAA-0286-2012-0011-0005
1.4	Organizational Files
1.4.1	Organizational Charts and Re-organizational Studies Disposition Authority Number: DAA-0286-2012-0011-0006
1.4.2	Functional Statements Disposition Authority Number: DAA-0286-2012-0011-0007
1.4.3	Agency Histories and Selected Background Materials Disposition Authority Number: DAA-0286-2012-0011-0008
1.5	Emergency Planning Case Files
1.5.1	Record Copy Disposition Authority Number: DAA-0286-2012-0011-0009
1.6	Emergency Planning Reports Disposition Authority Number: DAA-0286-2012-0011-0010
2	General Support Services Records
2.1	Building Service Records
2.1.1	Plant Accounting Cards and Ledgers Disposition Authority Number: DAA-0286-2012-0011-0012
2.2	Library Service Files
2.2.1	General Correspondence Disposition Authority Number: DAA-0286-2012-0011-0015
2.3	Space Files
2.3.1	Real Property Files

Disposition Authority Number: DAA-0286-2012-0011-0021

**Returned without Action**

Records Schedule Items

Sequence Number	
1	<b>Administrative Management Records</b>
1.1	<b>Formal Directives</b>
	Distributed as orders, circulars, or in loose-leaf manual form, announcing major changes in the Agency's policies and procedures.
1.1.1	<b>Issuances Related to Agency Program Functions</b>
	Disposition Authority Number      DAA-0286-2012-0011-0001
	Issuances announcing changes in Agency program functions.
	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 email and word processing?      No
	GRS or Superseded Authority Citation      N-276-86-01/14010
	<b>Disposition Instruction</b>
	Cutoff Instruction      Cutoff annually by fiscal year.
	Transfer to Inactive Storage      Hold in office records management application.
	Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks when 20 years old.
	<b>Additional Information</b>
	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
1.1.2	<b>Case Files</b>
	Disposition Authority Number      DAA-0286-2012-0011-0002
	Associated with Issuances Related to Agency Program Functions that document important aspects of the development of the issuance.

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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 N1-286-86-01/14020  
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 20 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
N/A  
How frequently will your agency transfer these records to the National Archives? Unknown  
N/A

1.2

Publications

Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects.

1.2.1

Record Copy

Disposition Authority Number DAA-0286-2012-0011-0003

Record copy with the supporting papers which document the inception, scope, and purpose of 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

**Returned Without Action**

GRS or Superseded Authority Citation N1-286-86-01/14050

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

When 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

Working Papers and Background Materials

Disposition Authority Number DAA-0286-2012-0011-0004

Working papers and background materials that support the inception, scope, and purpose of the project.

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 N1-286-86-01/14060

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

1.3

Management Improvement Reports

**Retained Without Action**

Disposition Authority Number DAA-0286-2012-0011-0005

Copies of reports submitted to the Office of Management and Budget, and related analyses and feeder reports.

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 N1-286-86-01/14120

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 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

Organizational Files

1.4.1

Organizational Charts and Re-organizational Studies

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

Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies of an agency. Reorganization studies are conducted to design an efficient organizational framework that must be suited to carrying out the agency's program, and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

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	N1-286-96-001/1
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 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
1.4.2 Functional Statements	
Disposition Authority Number	DAA-0286-2012-0011-0007
Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	
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	N1-286-96-001/2
Disposition Instruction	

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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 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

1.4.3

Agency Histories and Selected Background Materials

Disposition Authority Number DAA-0286-2012-0011-0008

Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the Agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for convenient reference.

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 N1-286-96-001/3

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 20 years old.

Additional Information

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	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	<b>Emergency Planning Case Files</b> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers.	
1.5.1	<b>Record Copy</b> Disposition Authority Number	DAA-0286-2012-0011-0009
	One record copy of each plan or directive issued, if not included in the Agency's permanent set of master directives 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	N1-286-06-01/14240
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff when superseded or obsolete.
	Transfer to Inactive Storage	Hold in office or records management application.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives when 15 years old in 10 year blocks (e.g., offer 1970-79 block in 1995).
	<b>Additional Information</b>	
	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
1.6	<b>Emergency Planning Reports</b>	

**Retained Without Action**

Disposition Authority Number DAA-0286-2012-0011-0011  
Agency reports or operations tests, consisting of consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under emergency 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

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

GFS or Superseded Authority Citation N1-286-86-01/14270

Disposition Instruction

Cutoff Instruction Cutoff when related plan or directive becomes obsolete or is superseded.

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

Transfer to the National Archives for Accessioning Transfer to the National Archives when 15 years old in 10 year blocks (e.g., offer 19970-79 blocks in 1995)

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 General Support Services Records

2.1 Building Service Records

2.1.1 Plant Accounting Cards and Ledgers

Disposition Authority Number DAA-0286-2012-0011-0012

Plant accounting cards and ledgers pertaining to structures.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

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	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-286-86-01/16020
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy immediately after structures leave USAID control.
	Additional Information	
	GAO Approval	Not Required
2.2	Library Service Files	
2.2.1	General Correspondence	
	Disposition Authority Number	DAA-0286-2012-0011-0015
	General correspondence regarding library operation and service.	
	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	N1-286-86-01/16360
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	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	Space Files	
2.3.1	Real Property Files	
	Disposition Authority Number	DAA-0286-2012-0011-0021

**Returned Without Action**

Title papers documenting the acquisition and disposition of overseas real property (by purchase, donation, exchange, or otherwise), including abstract or certification of title or equivalent and related correspondence.

Final Disposition Permanent

Item Status Withdrawn

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

GPO or Superseded Authority Citation N1-286-86-01/16630

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year in which the inventory was taken.

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

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### 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**