

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0012
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 7 of 10 of the USAID Washington Disposition Schedule.
Continuation of the 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	22

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0012

Sequence Number	
1	Continuation of the Science and Technology (S&T) Records
1.1	International Training Program Files
1.1.1	Substantive Policy, Planning, Program, and Evaluation Materials Disposition Authority Number: DAA-0286-2012-0012-0001
1.1.2	Routine Administrative and Evaluative Correspondence Disposition Authority Number: DAA-0286-2012-0012-0002
1.1.3	Record Copy of Training Aids Disposition Authority Number: DAA-0286-2012-0012-0003
1.1.4	Reports, Directories and Studies Disposition Authority Number: DAA-0286-2012-0012-0004
1.1.5	Records Relating to Third Country Training Disposition Authority Number: DAA-0286-2012-0012-0005
1.1.6	All Other Copies Disposition Authority Number: DAA-0286-2012-0012-0006
1.2	Participant Trainee Case Files
1.2.1	One Selected File for each Training Field Disposition Authority Number: DAA-0286-2012-0012-0007
1.2.2	Case Files for all V.I.P.s and Potential Professional Leaders Disposition Authority Number: DAA-0286-2012-0012-0008
1.2.3	Files for all Outstanding Participants Disposition Authority Number: DAA-0286-2012-0012-0009
1.2.4	All Other Records Disposition Authority Number: DAA-0286-2012-0012-0010
1.3	Summary Data Disposition Authority Number: DAA-0286-2012-0012-0011
1.4	Card Files Disposition Authority Number: DAA-0286-2012-0012-0012
1.5	Copies of Participating Agency Service Agreements Disposition Authority Number: DAA-0286-2012-0012-0013
1.6	Participant English Testing and Training Report Disposition Authority Number: DAA-0286-2012-0012-0014
1.7	Returned Participants Follow-up Activities Disposition Authority Number: DAA-0286-2012-0012-0015
1.8	Monthly Returned Participant Follow-up Data Disposition Authority Number: DAA-0286-2012-0012-0016

Returned Without Action

- 1.9 Participant Training Directories, Newsletters and other Issuances
- 1.9.1 Record Copy
Disposition Authority Number: DAA-0286-2012-0012-0017
- 1.10 Report on Contracts
Disposition Authority Number: DAA-0286-2012-0012-0019
- 1.11 Case Files for Individual Facilities
Disposition Authority Number: DAA-0286-2012-0012-0020
- 1.12 Travel and Interpreter Services
- 1.12.1 Special Provisions
Disposition Authority Number: DAA-0286-2012-0012-0021
- 1.12.2 Interpreter Services
Disposition Authority Number: DAA-0286-2012-0012-0022
- 1.12.3 Contract Case Files for Individual Interpreters
Disposition Authority Number: DAA-0286-2012-0012-0023

Returned Without Action

Records Schedule Items

Sequence Number	
1	Continuation of the Science and Technology (S&T) Records
1.1	International Training Program Files These files consist of documentation pertaining to the development, management, and implementation of the International Training Program.
1.1.1	<p data-bbox="365 590 1506 617">Substantive Policy, Planning, Program, and Evaluation Materials</p> <p data-bbox="365 642 1506 669">Disposition Authority Number DAA-0286-2012-0012-0001</p> <p data-bbox="365 695 1506 877">Materials that document the criteria for participant selection and processing which includes: preparation and use of Project Implementation Order/Participants (PIO/Ps); training policies within the US and host countries; administration of technical service contracts; selection of training sites and pre-departure briefing; post facility, orientation and relationship with training organization.</p> <p data-bbox="365 898 1506 926">Final Disposition Permanent</p> <p data-bbox="365 947 1506 974">Item Status Withdrawn</p> <p data-bbox="365 995 1506 1022">Is this item media neutral? Yes</p> <p data-bbox="365 1052 1506 1171">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 data-bbox="365 1192 1506 1333">GRS or Superseded Authority Citation NC1-286-76-3/25/a NC1-286-76-3/32/a NC1-286-76-3/35/a NC1-286-76-3/51/a</p> <p data-bbox="365 1371 1506 1398">Disposition Instruction</p> <p data-bbox="365 1428 1506 1455">Cutoff Instruction Cutoff annually by fiscal year.</p> <p data-bbox="365 1484 1506 1549">Transfer to Inactive Storage Hold in office or records management application for 3 yrs.</p> <p data-bbox="365 1579 1506 1644">Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 years blocks when most recent record is 10 years old.</p> <p data-bbox="365 1682 1506 1709">Additional Information</p> <p data-bbox="365 1738 1506 1824">What will be the date span of the initial transfer of records to the National Archives? Unknown N/A</p> <p data-bbox="365 1854 1506 1919">How frequently will your agency transfer these records to the National Archives? Unknown N/A</p>

Revised Without Action

1.1.2

Routine Administrative and Evaluative Correspondence

Disposition Authority Number DAA-0286-2012-0012-0002

Regarding any phase of the participant training 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 NC1-286-76-3/2/a

Disposition Instruction

Cutoff Instruction Cutoff annually by 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

1.1.3

Record Copy of Training Aids

Disposition Authority Number DAA-0286-2012-0012-0003

The official record copy of training aids developed by the USAID staff, including books, translations, audiovisual, and other training media.

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 NC1-286-76-30/53/a

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

1.1.4

Reports, Directories and Studies

Disposition Authority Number DAA-0286-2012-0012-0004

Used to evaluate the effectiveness of training methods and techniques in specific fields of activity, country, or overall participant training program.

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 NC1-286-76-8/24/a

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

1.1.5

Records Pertaining to Third Country Training

Returned Without Action

Disposition Authority Number DAA-0286-2012-0012-0005

Correspondence, agreements, and reports relating to the policy and procedures on Third Country Training.

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

NC1-286-76-3/14/a

NC1-286-76-3/15/a

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

1.1.6

All Other Copies

Disposition Authority Number DAA-0286-2012-0012-0006

Training aids furnished by sources outside of USAID.

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

NC1-286-76-3/54/a

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 immediately after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.2	Participant Trainee Case Files	Records containing Project Implementation Order/Participant's (PIO/P) bio-data, call forward, notice of arrival, course records, reports, commendations/certificates, file by PIO/P number.
1.2.1	One Selected File for each Training Field	
	Disposition Authority Number	DAA-0286-2012-0012-0007
	e.g., agriculture, education, health, etc	
	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	NC1-286-76-5/3/a
	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
1.2.2	Case Files for all V.I.P.s and Potential Professional Leaders	
	Disposition Authority Number	DAA-0286-2012-0012-0008
	Participant trainee case files for all V.I.P.s and potential professional leaders.	
	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	NC1-286-76-3/4/a
	Disposition Instruction	
	Cutoff Instruction	Cut off when case is closed.
	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
1.2.3	Files for all Outstanding Participants	
	Disposition Authority Number	DAA-0286-2012-0012-0009
	Outstanding Participants Achievements that are an asset to their country and a testimony to the success of USAID 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	NC1-286-76-3/5/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff after closeout.
	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
1.2.4	All Other Records	
	Disposition Authority Number	DAA-0286-2012-0012-0010
	All other files pertaining to the participating trainee case files.	

Returned Without Action

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	NC1-286-76-3/7/a
Disposition Instruction	
Cutoff Instruction	Cutoff after case is closed.
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
Summary Data	
Disposition Authority Number	DAA-0286-2012-0012-0011
Documentation containing summary data for each trainee or training 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	NC1-286-76-3/8/a
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

Returned Without Action

1.3

1.4

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

Card Files

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

Card files and other summary data for each trainee or training project (except files and reports described elsewhere in this schedule.)

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 NC1-286-76-3/9/a

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 transfer of data to electronic format.

Additional Information

GAO Approval Not Required

1.5

Copies of Participating Agency Service Agreements

Disposition Authority Number DAA-0286-2012-0012-0015

Copies of participating agency service agreements and confirmed copies of contracts with colleges and universities or professional societies that serve to document arrangements for participant training.

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 NC1-286-76-3/10/a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

SAC Approval Not Required

1.6

Participant English Testing and Training Report

Disposition Authority Number DAA-0286-2012-0012-0014

Report Control Symbol U-1380/7 or equivalent, summarizing all English language testing and training activities carried on for participants by or under the direction of the USAID Mission.

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 NC1-286-76-3/47/a

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

1.7

Returned Participants Follow-up Activities

Disposition Authority Number DAA-0286-2012-0012-0015

Annual Report No. U-418, or equivalent, containing a summary of all significant follow-up activities carried out during the reporting period on returned participants.

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 NC1-286-76-3/30/a

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

1.8

Monthly Returned Participant Follow-up Data

Disposition Authority Number DAA-0286-2012-0012-0016

Monthly returned participant follow-up data, Report Control Symbol U-1380/6, or equivalent.

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 NC1-286-76-3/31/a

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

USAID Approval Not Required

1.9 Participant Training Directories, Newsletters and other Issuances Prepared for use of participants and other USAID staff.

1.9.1 Record Copy

Disposition Authority Number DAA-0286-2012-0012-0017

Record copy participant training directories, newsletters or other issuances prepared for use of participants and other USAID staff.

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 NC1-286-76-3/31/a

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

Returned Without Action

1.10

Report on Contracts

Disposition Authority Number DAA-0286-2012-0012-0019

Reports made by team leaders or managers of participant groups concerning industries or agencies visited.

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 NC1-286-76-3/28a

Disposition Instruction

Cutoff Instruction Cutoff annually by 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

1.11

Case Files for Individual Facilities

Disposition Authority Number DAA-0286-2012-0012-0020

Files arranged alphabetically by name of facility, field of activity, or location.

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 NC1-286-76-3/27/a

Disposition Instruction

Cutoff Instruction Review annually. Cutoff when case file is closed.

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
1.12	Travel and Interpreter Services	
1.12.1	Special Provisions	
	Disposition Authority Number	DAA-0286-2012-0012-0021
	Files regarding participant and dependent travel purchases, ownership and operation of automobiles, waiver of visa requirements, and handling of illness and death cases.	
	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	NC1-286-76-3/27/1/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office of 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
1.12.2	Interpreter Services	
	Disposition Authority Number	DAA-0286-2012-0012-0022
	Policy and procedure files for interpreter services.	
	Final Disposition	Permanent

Returned Without Action

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 NC1-286-76-3/37/2/a
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 years 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

1.12.3

Contract Case Files for Individual Interpreters
Disposition Authority Number DAA-0286-2012-0012-0023
Case files containing copies of contracts and bio-data of individual interpreters.
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 NC1-286-76-3/38/a
Disposition Instruction
Cutoff Instruction Review annually. Cutoff closed files after completion of assignment or when terminated as a participant within the program.

Returned Without Action

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

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	Returned Without Ac tion	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

Returned Without Action