# 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 / heduling Group

Records of the Agency for International Development

Records Schedo plies t

Agency-wide

Schedule Subject

Part 7 of 10 of the USAID Washington Disposition Schedule. Continuation of the Science and Technology Records

201/2

Internal agency concurrences will

be provided

## **Background Information**

#### Item Count

Number of Total Disposition Items	Number of Personent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
0	0	O	22

**GAO** Approval

# 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	ecord Copy of Training Aids Disposition Authority Number: DAA-0286-2012-0012-0003
<b>4.</b> 1.4	Disposition Authority Number: DAA-0286-2012-0012-0004
1.1.5	Records examining to Third Country Training Disposition At hority Number: DAA-0286-2012-0012-0005
1.1.6	All Other Copies Disposition Authority Namber: DAA-0286-2012-0012-0006
1.2	Participant Trainee Caster les
1.2.1	One Selected File for each Training Field Disposition Authority Number: PAN-0286-2012-0012-0007
1.2.2	Case Files for all V.I.P.s and Potential Professional Leaders Disposition Authority Number: DAI -0236-2012-0012-0008
1.2.3	Files for all Outstanding Participants Disposition Authority Number: DAA-0286-2012-0009
1.2.4	All Other Records Disposition Authority Number: DAA-0286-2012-00/2-0010
1.5	Summary Data Disposition Authority Number: DAA-0286-2012-0012-001
1.4	Card Files Disposition Authority Number: DAA-0286-2012-0012
1.5	Copies of Participating Agency Service Agreements Disposition Authority Number: DAA-0286-2012-0013
1.6	Participant English Testing and Training Report Disposition Authority Number. DAA-0286-2012-0014
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

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 Special Provisions Special Provisions Special Provisions Special Provisions
1.12.2	Interpreter Services
	Disposition Authority Number: DAA-0286-2012-0012-0022
1.12.3	Contract Clise Files for Individual Interpreters Disposition (Whority Number: DAA-0286-2012-0012-0023
	Mitholy Acx.

#### Records Schedule Items

Sequence Number

1.1.1

Continuation of the Spience 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.

stantive Policy, Planning, Program, and Evaluation Materials

DAA-0286-2012-0012-0001

Materials that document the criteria for participant selection and processing which includes; deparation 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.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral?

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

GRS or Supersed of Authority Citation

NC1-286 70 3/25/a

NC1-286-76-3/35/a

NC1-286-76-3/57/a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records manager en application for

3 yrs.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives in 5 years 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

How frequently will your agency transfer these records to the

National Archives

Unknown N/A 1.1.2

1.1.3

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

to any of the records covered by this item currently exist in electronic format(s) other than email (nd) ord processing? No

GRS or Supers Red 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

Sectroy 7 year(s) after cutoff.

Additional Information

AO Approval

Not Reduces

Record Copy of Training Aids

Disposition Authority Number

DAA-0286-2012-0003

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 email and word processing? No

GRS or Superseded Authority

NC1-286-76-30/53/a

Citation

Disposition instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Electronic Records Archives

Page 5 of 20

PDF Created on: 03/10/2014

Transfer to the National Archives for Accessionina

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 apeler these records to the ational Archives?

Unknown N/A

## Directories and Studies

ority Number

DAA-0286-2012-0012-0004

e the effectiveness of training methods and techniques in specific Used to evalua intry, or overall participant training program. fields of activity

Final Disposition

Permanent

Item Status

Is this item media neutral?

Do any of the records cover by this item currently exist in electronic format(s) other than email and word processing?

GRS or Superseded Authority Citation

Disposition Instruction

Cutoff Instruction

Cutoff annually by fixed

Transfer to Inactive Storage

Hold in office or records

Transfer to the National Archives

for Accessioning

Transfer to the National Ar ar blocks when latest record is 10 year

Additional Information

What will be the date span of the initial transfer of records to the

Unknown

National Archives?

Unknown

How frequently will your agency transfer these records to the

N/A

National Archives?

1.1.5

Records Pertaining to Third Country Training

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

Witherawn

Is this item media neutral?

Yes

o any of the records covered by this item currently exist in tronic format(s) other than eNo

word processing? perseded Authority

NC1-286-76-3/14/a

NC1-286-76-3/15/a

Disposition uction

Cutoff annually by fiscal year.

Transfer to Inactive

Hold in office or records management application.

Transfer to the National Archive 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?

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-0286-2012-0012-000

Training aids furnished by sources outside of USAID.

Final Disposition

**Temporary** 

Item Status

Withdrawn

Is this item media neutral?

Yes

Nο

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

mail and word processing? GRS of Superseded Authority

NC1-286-76-3/54/a

Citation

1		
	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		iles Implementation Order/Participant's (PIO/P) bio-data, al, course records, reports, commendations/certificates,
1.2.1	One Selecte 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?	
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	
	GRS or Superseded Authority Citation	NC1-286-76-5/3/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal lear
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 22 year(s) after cutof
	Additional Information	
	GAO Approval	Not Required
1.2.2	Case Files for all V.I.P.s ar	nd Potential Professional Leaders
	Disposition Authority Number	DAA-0286-2012-0012-0008
	Participant trainee case file	es for all V.I.P.s and potential professional leaders.
	Final Disposition	Temporary
	Item Status	Withdrawn
	.l	

Is this item media neutral? Yes Do any of the records covered No by this item currently exist in electronic format(s) other than email and word processing? GRS or Superseded Authority NC1-286-76-3/4/a Disposition Instruction utoff Instruction Cut off when case is closed. to Inactive Storage Hold in office or records management application. Destroy 22 year(s) after cutoff. rmation GAO Approva Not Required 1.2.3 Files for all Out g Participants Disposition Authority I DAA-0286-2012-0012-0009 vements that are an asset to their country and a Outstanding Participants A testimony to the succes programs. Final Disposition Item State s this item media neutral? Do any of the records covered No by this item currently exist in electronic format(s) other than email and word processing? GRS or Superseded Authority NC1-286-76-3/5/a Citation Disposition Instruction **Cutoff Instruction** Cutoff after closeout. Transfer to Inactive Storage Hold in office or records managemen app 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 pertaing to the partcipating trainee case files.

Electronic Records Archives

Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Do any of the records covered No by this item currently exist in electronic format(s) other than email and word processing? RS or Superseded Authority NC1-286-76-3/7/a Citation sition Instruction Cutoff after case is closed. ve Storage Hold in office or records management application Retention P Destroy 7 year(s) after cutoff. Additional Info **GAO** Approval Not Required 1.3 **Summary Data** Disposition Authority Number 286-2012-0012-0011 ata for each trainee or training project. Documentation containing sur Final Disposition ا Status Is this item media neutral? Yes Do any of the records covered No by this item currently exist in electronic format(s) other than email and word processing? GRS or Superseded Authority NC1-286-76-3/8/a Citation Disposition Instruction **Cutoff Instruction** Cutoff annually by fiscal year. Hold in office or records management application. Transfer to Inactive Storage Transfer to the National Archives in 5 year blocks Transfer to the National Archives for Accessioning when latest record is 10 years old. Additional Information What will be the date span of the Unknown initial transfer of records to the N/A National Archives? PDF Created on: 03/10/2014

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How frequently will your agency transfer these records to the National Archives?

Unknown N/A

1.4

1.5

#### 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.)

d Disposition

**Temporary** 

Withdrawn

dia neutral?

Yes

Do any of the rds covered by this item curren v exist in electronic form er than email and word pro

No

GRS or Superseded A

Citation

NC1-286-76-3/9/a

Disposition Instruction

**Cutoff Instruction** 

mually by fiscal year.

Transfer to Inactive-Storage

ice or records management application.

Retention Period

diately after transfer of data to

Additional Information

**GAO** Approval

Not Required

Copies of Participating Agency Service Agreements

Disposition Authority Number

DAA-0286-2012-0012-0

opies of Copies of participating agency service agreements and confe contracts with colleges and universities or professional-societie rve to document arrangements for participant training

**Final Disposition** 

Temporar

Item Status

₩ithdrawn

Is this item media neutral

Yes

Do any of the ecords covered by this item currently exist in efectronic format(s) other than e-

No

mail and word processing?

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.

ditional Information

1.6

Not Required

English Testing and Training Report city Number Dispositie Au

DAA-0286-2012-0012-0014

Report Control abol U-1380/7 or equivalent, summarizing all English language testing and trailing activities carried on for participants by or under the direction of the USAID Missic

Final Disposition

Permapent

Item Status

Is this item media neutral

Do any of the records covered by this item currently exist in mail and word processing?

electronic format(s) other than e-

GRS or Superseded Authority

Disposition Instruction

**Cutoff Instruction** 

Citation

Cutoff annually by fiscal

Transfer to Inactive Storage

application. Hold in office or records man

Transfer to the National Archives

for Accessioning

Transfer to the National A ear blocks

عز when latest record

Additional Information

What will be the date span of the

initial transfer of records to the

National Archives:

Unknown

Unknown

N/A

How frequently will your agency transfer these records to the

N/A

National Archives?

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

s this item media neutral?

Yes

any of the records covered em currently exist in ic format(s) other than e-

No

ard word processing?

eded Authority

NC1-286-76-3/30/a

Disposition Is

**Cutoff Instruction** 

Cutoff annually by fiscal year.

Transfer to Inactive Std

Hold in effice or records management application.

Transfer to the National Archiv for Accessioning

Transfer to the National Archives in 5 year blocks Latest record is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

N/A

How frequently will your agency transfer these records to the

Unknown N/A

National Archives?

1.8

Monthly Returned Participant Follow-up Data

Disposition Authority Number

DAA-0286-2012-0012-0016

Monthly returned participant follow-up data, Report Control Sym 80/6, or equivalent.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutrál?

Yes

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

No

electronic format(s) other than email and word processing?

**Electronic Records Archives** 

GRS or Superseded Authority

Citation

NC1-286-76-3/31/4

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

**Ap**proval

Not Required

1.9

ticipant Training Directories, Newsletters and other Issuances for use of participants and other USAID staff.

1.9.1

Record Cop

Disposition Auth umber DAA-0286-2012-0012-0017

Record copy p at training directories, newletters or other issuances prepared d other USAID staff. for use of participal ts a

Final Disposition

ermanent

Item Status

Citation

Is this item media neutral?

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

GRS or Superseded Authority

Disposition Instruction

**Cutoff Instruction** 

Cutoff annually by fiscal

Transfer to Inactive Storage

Hold in office or records manage nent application

Transfer to the National Archives

for Accessioning

Transfer to the National Archives in 5 ar blocks

when latest record is 10 years

Additional Information

What will be the date span of the initial transfer of records to the

Unknown

National Archives?

How frequently will your agency transfer these records to the

Unknown N/A

National Archives?

1.10

1,11

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

s vis item media neutral?

Yes

by higher currently exist in electionic format(s) other than e-mail and yord processing?

Νo

GRS or Supersed d Authority Citation

NC1-286-76-3/28a

Disposition Instruction

**Cutoff Instruction** 

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold⁴n office or records management application.

Retention Period

Additional Information

**8**AO Approval

Not Require

Case Files for Individual Facilities

Disposition Authority Number

DAA-0286-2012-0012-0020

Files arranged alphabetically by name of facility, field 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

NC1-286-76-3/27/a

Citation

Disposition Instruction

utoff 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 les regarding participant and dependent travel purchases, ownership and ration of automobiles, waiver of visa requirements, and handling of illness and Permanent Withdrawn Is this item if Yes Do any of the rece No by this item currently electronic format(s) oth mail and word processing GRS or Superseded Authority 1**-**286-76-3/27/1/a Citation Disposition Instruction Cutoff Instruction ly by fiscal year. ecords management application. Transfer to Inactive Storage nal Archives in 5 year blocks Transfer to the National Archives Transfer to the for Accessioning when latest record is 10 years old. Additional Information What will be the date span of the Unknown initial transfer of records to the N/A National Archives? How frequently will your agency Unknown transfer these records to the N/A National Archives? 1.12.2 Interpreter Services Disposition Authority Number DAA-0286-2012-0012-0022 Policy and procedure files for interpreter services. Final Disposition Permanent

Item Status Withdrawa 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? GRS or Superseded Authority NC1-286-76-3/37/2/a Citation Disposition Instruction struction Cutoff annually by fiscal year. to Inactive Storage Hold in office or records management application. National Archives Transfer to the National Archives in 5 years blocks for Acces when latest record is 10 years old. Additional Info What will be the date: Unknown initial transfer of recor N/A National Archives? How frequently will your agen transfer these records to the National Archives? Contract Case Files for Individual Inter 1.12.3 Disposition Authority Number DAA-0286-2 Case files containing copies of contracts and bo-data mindividual interpreters. Final Dispositio **Temporary** Item Statu Withdrawn Is this item media neutral? Yes Do any of the records covered No by this item currently exist in electronic format(s) other than email and word processing? GRS or Superseded Authority NC1-286-76-3/38/a Citation

within the program.

Review annually. Cutoff closed files after completion of assignment or when terminated as a participant

Disposition Instruction

**Cutoff Instruction** 

Transfer to Inactive Storage .

Retention Period

Hold in office or records management application.

Destroy 7 year(s) after cutoff.

Additional Information

**GAO** Approval

Not Required

Without A

# **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	Ву	Title	Organization .
12/12/201	Certify	Lynn Winston	Agency REcords Off icer	USAID - MMSIRD
03/10/2014	Centra Vithout Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
	1			Services
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