

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0014
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: USAID Mission Disposition Schedule Part 2 of 3. Food for Peace Records, Housing and Urban Development Records, Economic Development Services Records, Administrative Management Records, Audit, Investigation and Inspection Records, Communication and Records Management, and Financial Management Records.

Internal agency concurrences 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	19

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0014

Sequence Number	
1	Food for Peace Records
1.1	General Files Disposition Authority Number: DAA-0286-2012-0014-0001
1.2	Voluntary Agency Program (Title II) Files Disposition Authority Number: DAA-0286-2012-0014-0002
1.3	Famine Relief and other Assistance Files Disposition Authority Number: DAA-0286-2012-0014-0003
1.4	Title I and III Implementation and Evaluation Files Disposition Authority Number: DAA-0286-2012-0014-0004
2	Housing and Urban Development Records
2.1	Original Housing and Urban Development Project Files Disposition Authority Number: DAA-0286-2012-0014-0005
2.2	Copies of Housing and Urban Development Project Files Disposition Authority Number: DAA-0286-2012-0014-0006
3	Economic Development Services Records
3.1	Regional Technical Assistance Project Files Disposition Authority Number: DAA-0286-2012-0014-0007
4	Administrative Management Records
4.1	Directives Files
4.1.1	Mission Directives Related to Mission's Program Functions Disposition Authority Number: DAA-0286-2012-0014-0008
4.2	Publications
4.2.1	Record copy Disposition Authority Number: DAA-0286-2012-0014-0009
4.2.2	Working Papers and Background Materials Disposition Authority Number: DAA-0286-2012-0014-0010
4.3	Working Papers Disposition Authority Number: DAA-0286-2012-0014-0011
5	Audit, Investigation, and Inspection Records
5.1	Copies of Regional Inspection and Investigation Report Files Disposition Authority Number: DAA-0286-2012-0014-0012
5.2	Regional Audit Report Files
5.2.1	Case Files Disposition Authority Number: DAA-0286-2012-0014-0013

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- 5.2.2 Audit Work Papers
Disposition Authority Number: DAA-0286-2012-0014-0014
- 5.3 Regional Inspection and Investigation Report Files
Disposition Authority Number: DAA-0286-2012-0014-0015
- 6 Communication and Records Management
 - 6.1 USAID Communications and Records Office
 - 6.1.1 Telegram Files
 - 6.1.1.1 Telegrams
Disposition Authority Number: DAA-0286-2012-0014-0017
 - 6.1.1.2 Incoming Telegrams
Disposition Authority Number: DAA-0286-2012-0014-0018
 - 6.1.1.3 Outgoing Telegrams
Disposition Authority Number: DAA-0286-2012-0014-0019
 - 6.1.2 General Correspondence Files
Disposition Authority Number: DAA-0286-2012-0014-0020

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Food for Peace Records These records relate to the implementation of the Food for Peace Program under Titles I, II and III of Public Law 480.</p>
1.1	<p>General Files Disposition Authority Number DAA-0286-2012-0014-0001 Correspondence, reports, and other documentation pertaining to the implementation of the Food for Peace (FFP) Program, including vessel movement records, evacuation reports, vessel claims, 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 mail and word processing? No GRS or Superseded Authority Citation AC 286-85-04/05001 Disposition Instruction Cutoff Instruction Cutoff annually by fiscal year. Transfer to Inactive Storage Hold in office of records management application. Retention Period Destroy 6 year(s) after cutoff. Additional Information GAO Approval Not Required</p>
1.2	<p>Voluntary Agency Program (Title II) Files Disposition Authority Number DAA-0286-2012-0014-0002 Correspondence, reports, and other records regarding donation of agricultural commodities to needy people, refugee and child feeding, or extraordinary relief needs conducted by nonprofit voluntary agencies registered with the Committee on Voluntary Foreign Aid. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes</p>

Returned Without Action

1.3

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

NC1-286-85-04/05002

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Famine Relief and other Assistance Files

Disposition Authority Number

DAA-0286-2012-0014-0003

Correspondence, reports, and other records relating to grants of surplus food under Title II, famine relief and other assistance direct to host governments.

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

NC1-286-85-04/05003

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

1.4

Title I and III Implementation and Evaluation Files

Disposition Authority Number

DAA-0286-2012-0014-0004

Correspondence and reports pertaining to the Food for Peace (FFP) Office's implementation of the provisions of Titles I and III and program evaluations reports.

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	NC1-286-85-04/05004
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 6 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

Housing and Urban Development Records

These records relate to project assistance to countries in the area of housing and urban development. Since this function is centralized in the Bureau for Economic Growth, Education and Environment, Office of Energy & Infrastructure (E3/E&I) within USAID Headquarters, most of the records described below are only administrative copies of the record copies that are maintained in the Washington based components and therefore are held in the overseas offices a relatively short period of time.

Original Housing and Urban Development Project Files

Disposition Authority Number **DAA-0286-2012-0014-0015**

Original records of guaranty authorizations, guaranty and loan agreements, implementation agreements, cost schedules, reports, financial data, request for disbursement and disbursement authorizations, progress reports, evaluation reports, technical data, and related documents and correspondence. These records are not found in the Bureau for Economic Growth, Education and Environment, Office of Energy & Infrastructure (E3/E&I) in the USAID Washington Headquarter and must be incorporated into the Headquarters' project file (Private Enterprise 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	No

Returned Without Action

2

2.1

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

GRS or Superseded Authority Citation N1-286-86-001/07090

Disposition Instruction

Cutoff Instruction Cutoff when project is complete.

Transfer to Inactive Storage Transfer the project file to the Bureau for Economic Growth, Education and Environment, Office of Energy & Infrastructure (E3/E&I) in the USAID Washington Headquarter 1 year after project is complete.

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

2.2

Copies of Housing and Urban Development Project Files

Disposition Authority Number DAA-0286-2012-0014-0006

Copies of guaranty authorizations, guaranty and loan agreements, implementation agreements, cost schedules, reports, financial data, request for disbursement and disbursement authorizations, progress reports, evaluation reports, technical data, and related documents and correspondence. These copies are duplicates of records in the Bureau for Economic Growth, Education and Environment, Office of Energy & Infrastructure (E3/E&I).

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 NC1-286-85-04/06001

Disposition Instruction

Cutoff Instruction Cut off when project is completed.
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

3

Economic Development Services Records

These records relate to regional areas involvement in the form of assistance and coordination in economic development in smaller countries where USAID has only small staffs to administer the foreign assistance programs. Records disposition instructions for project records for which Regional Economic Development Services Offices (REDSO) have direct project management responsibility are found in Project Assistance Records.

3.1

Regional Technical Assistance Project Files

Disposition Authority Number DAA-0286-2012-0014-0007

Copies of basic project documents and related correspondence pertaining to projects for which assistance and project coordination only was provided.

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 NC1-286-85-04/7001

Disposition Instruction

Cutoff Instruction Cut off when project is completed.
Transfer to Inactive Storage Hold in office or records management application.
Retention Period Destroy 1 year(s) after project is completed.

Additional Information

GAO Approval Not Required

4

Administrative Management Records

4.1

Directives Files

Formal directives distributed as Mission Orders, Notices, Circulars, or in loose-leaf manual form announcing changes in the Mission's policies and procedures.

4.1.1

Mission Directives Related to Mission's Program Functions

Disposition Authority Number DAA-0286-2012-0014-0008
Arranged chronologically and thereunder by directive number.

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

Superseded Authority Citation NC1-286-85-04/08001/a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application for 3 years, then transfer to USAID Headquarters.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when the most recent records are 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

4.2

Publications

Pamphlets, reports, leaflets, manuals, or other published or processed documents, or the last manuscript report if not published, which has been produced or financed by USAID and is not included in other records elsewhere.

4.2.1

Record copy

Disposition Authority Number DAA-0286-2012-0014-0009

The record copy of pamphlets, reports, leaflets, manuals or other published or processed documents, or the last manuscript report if not published, which has been produced or financed by USAID.

Final Disposition Permanent

Item Status Withdrawn

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 NC1-286-85-04/08002/a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application for 3 years, then transfer to USAID Headquarters.

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

4.2.2

Working Papers and Background Materials

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

Background records, such as studies, analyses, notes, drafts, and interim reports, used in development of the final publication.

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 NC1-286-85-04/08002/b

Disposition Instruction

Cutoff Instruction Cutoff after completion of publication.

Transfer to Inactive Storage Hold in office or records management application after completion of publication.

Returned Without Action

4.3

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Working Papers

Disposition Authority Number DAA-0286-2012-0014-0011

Background records, such as studies, analyses, notes, drafts, and interim reports, used in development of final report or document.

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 NC1-286-85-04/08004

Disposition Instruction

Cutoff Instruction Cutoff after completion of publication.

Transfer to Inactive Storage Hold in office or records management application after completion of report.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

5

Audit, Investigation, and Inspection Records

5.1

Copies of Regional Inspection and Investigation Report Files

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

Copies of case files on inspections and investigations of USAID overseas activities, consisting of reports and supporting papers. These files are duplicates of documents that are maintained in Office of the Inspector General, Office of Investigations and Inspections (IG/II), located with USAID Headquarters.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

Retained Without Action

	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	NC1-286-85-04/09001
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of fiscal year that the case was closed.
	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
5.2	Regional Audit Report Files	
5.2.1	Case Files	
	Disposition Authority Number	DAA-0286-2012-0014-0013
	Case files on internal audits made of overseas offices, including audits of cooperative services and voluntary agency programs under Title III of P.L. 480. Files include copies of reports, supporting papers and related correspondence.	
	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	NC1-286-85-04/09002/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff file at end of fiscal year after close of case.
	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
5.2.2	Audit Work Papers	
	Disposition Authority Number	DAA-0286-2012-0014-0014

Returned Without Action

Audit work papers consisting of the working files that were used to develop the case file materials.

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 NC1-286-85-04/09002/b

Disposition Instruction

Cutoff Instruction Cutoff file after audit has been issued.

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

5.3

Regional Inspection and Investigation Report Files

Disposition Authority Number DAA-0286-2012-0014-0015

Case files on inspections and investigations of USAID overseas activities, consisting of reports and supporting papers. These are original notes and case-related original records of evidence and must be transferred to the transfer to the Office of the Inspector General, Office of Investigations and Inspections (IG/II), located with USAID Headquarters.

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 N1-286-86-001/19110

Disposition Instruction

Cutoff Instruction Cutoff after case is closed or after final adjudication by the courts.

	Transfer to Inactive Storage	Transfer original notes and case-related original records of evidence to the Office of the Inspector General, Office of Investigations and Inspections (IG/II), located with USAID Headquarters immediately after cutoff.
	Retention Period	Destroy 17 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6	Communication and Records Management	
6.1	USAID Communications and Records Office	
6.1.1	Telegram Files	Chronological files maintained by the USAID Communications and Records Offices, consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally arranged by serial number by point of origin and are kept, for the most part, as a source of easy reference.
6.1.1.1	Telegrams	
	Disposition Authority Number	DAA-0286-2012-0014-0017
		Telegrams exchanged between USAID Headquarters and the USAID Mission office. Copies of these telegrams can be located in the USAID Headquarters Telecommunications Office.
	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	NC1-286-82-2/1/C/1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 1 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required

Returned Without Action

6.1.1.2

Incoming Telegrams

Disposition Authority Number DAA-0286-2012-0014-0018

Incoming telegrams received from other USAID offices, not USAID Washington Headquarters. These files are use for investigations, background studies, and research.

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 NC 1-286-82-2/1/C/2/a

Disposition Instruction

Cutoff Instruction

Cut off at end of the calendar year.

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

Retention Period Destroy 2 year(s) after cutoff or when no longer needed for reference occurs, whichever is sooner

Additional Information

GAO Approval Not Required

6.1.1.3

Outgoing Telegrams

Disposition Authority Number DAA-0286-2012-0014-0019

Outgoing telegrams exchanged with other USAID offices. Washington is not an addressee. These files are use for investigations, background studies, and research.

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 NC1-286-82-2/1/C/2/b

Disposition Instruction

Returned Without Action

Cutoff Instruction Cutoff at the end of the calendar year.
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

6.1.2

General Correspondence Files

Disposition Authority Number DAA-0286-2012-0014-0020

Chronological files maintained by the USAID Communications and Records Office, consisting of letters, memoranda, and other non-telegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files. Master chronological file of correspondence, including exchanges with various offices of the government of the host country.

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 NCI-286-82-2/2/B

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.
Transfer to Inactive Storage Hold in office or records management application.
Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Retained 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