

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0015
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 3 of 3. Personnel Records, Procurement and Supply Records, and Property 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	9

GAO Approval

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Outline of Records Schedule Items for DAA-0286-2012-0015

Sequence Number	
1	Personnel Files
1.1	Official Personnel Folders
1.1.1	Foreign National Contract Employees
1.1.1.1	When No Separate Contract File is Maintained Elsewhere Disposition Authority Number: DAA-0286-2012-0015-0002
1.1.1.2	When Separate Contract File is Maintained Elsewhere Disposition Authority Number: DAA-0286-2012-0015-0003
1.2	Unofficial Personnel Folders
1.2.1	U.S. Direct Hire Employees
1.2.1.1	Transferred to USAID Headquarters Disposition Authority Number: DAA-0286-2012-0015-0004
1.2.1.2	Separated at Post Disposition Authority Number: DAA-0286-2012-0015-0005
1.2.2	U.S. Contract Employees Disposition Authority Number: DAA-0286-2012-0015-0006
1.3	Training Records
1.3.1	Training Aids
1.3.1.1	Record Copy of Training Aids Disposition Authority Number: DAA-0286-2012-0015-0007
1.3.1.2	Administrative or Facilitative Training Aids Disposition Authority Number: DAA-0286-2012-0015-0008
1.4	Grievance, Disciplinary and Adverse Action Files
1.4.1	Adverse Action Files (5 CFR 752)
1.4.1.1	Non Direct Hire Employees Disposition Authority Number: DAA-0286-2012-0015-0010
2	Property Records
2.1	Non-expendable Personal Property Files Disposition Authority Number: DAA-0286-2012-0015-0011

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Records Schedule Items

Sequence Number	
1	Personnel Files
1.1	Official Personnel Folders
1.1.1	Foreign National Contract Employees
1.1.1.1	When No Separate Contract File is Maintained Elsewhere
	Disposition Authority Number DAA-0286-2012-0015-0002
	Foreign national contract employees that do not have a separate contract file maintained elsewhere.
	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	Item Status Withdrawn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 MC1-286-85-04/14001/a/2/a
	Disposition Instruction
	Cutoff Instruction Cutoff at the termination of the contract.
	Transfer to Inactive Storage Hold in office of records management application.
	Retention Period Destroy 6 year(s) and 2 month(s) after termination of contract.
	Additional Information
	GAO Approval Not Required
1.1.1.2	When Separate Contract File is Maintained Elsewhere
	Disposition Authority Number DAA-0286-2012-0015-0003
	Foreign national contract employees that have a separate contract file maintained elsewhere.
	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

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	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	NC1-286-85-04/14001/a/2/b
	Disposition Instruction	
	Cutoff Instruction	Cut off at the termination of the contract.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 1 year(s) after termination of contract.
	Additional Information	
	GAO Approval	Not Required
1.2	Unofficial Personnel Folders	
1.2.1	U.S. Direct Hire Employees	
1.2.1.1	Transferred to USAID Headquarters	
	Disposition Authority Number	DAA-0286-2012-0015-0004
	Direct hire employees who have transferred to 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	NC1-286-85-04/14001/b/1/b
	Disposition Instruction	
	Cutoff Instruction	Cutoff when employee leaves the USAID Mission.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 1 year(s) after departure of employee.
	Additional Information	
	GAO Approval	Not Required
1.2.1.2	Separated at Post	
	Disposition Authority Number	DAA-0286-2012-0015-0005
	Direct hire employees who have separated at post.	
	Final Disposition	Temporary

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	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	NC1-286-85-04/14001/b/1/c
	Disposition Instruction	
	Cutoff Instruction	Cutoff when employee has separated.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 1 year(s) after separation of employee.
	Additional Information	
	GAO Approval	Not Required
1.2.2	U.S. Contract Employees	
	Disposition Authority Number	DAA-0286-2012-0015-0006
	Unofficial personnel folders for contract employees.	
	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	NC1-286-85-04/14001/b/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff at termination of contract.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 1 year(s) after termination of contract or when employee departs occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
1.3	Training Records	
1.3.1	Training Aids	

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1.3.1.1

Record Copy of Training Aids

Disposition Authority Number DAA-0286-2012-0015-0007

Record copy of each manual, syllabus, textbook, and other program related training aids developed for Agency specific 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 NC1-286-85-04/14009/a/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 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

1.3.1.2

Administrative or Facilitative Training Aids

Disposition Authority Number DAA-0286-2012-0015-0008

Training aids developed for administrative or facilitative 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

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	GRS or Superseded Authority Citation	NC1-286-85-04/14009/a/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually after superseded or obsolete.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy immediately after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.4	Grievance, Disciplinary and Adverse Action Files	
1.4.1	Adverse Action Files (5 CFR 752)	
	Adverse files and related records created in reviewing an adverse action (disciplinary or non-disciplinary, removal, suspension, leave without pay, reduction-in-force) against an employee.	
1.4.1.1	Non Direct Hire Employees	
	Disposition Authority Number	DAA-0286-2012-0015-0010
	Adverse files and related records created in reviewing an adverse action against employees who are not US citizens and/or direct hires 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	NC1-286-85-04/14010/b/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff when case is closed.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 4 year(s) after case is closed.
	Additional Information	
	GAO Approval	Not Required
2	Property Records	
2.1	Non-expendable Personal Property Files	

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Disposition Authority Number DAA-0286-2012-0015-0011

Correspondence, reports, and other records on sales or donation of Mission property not covered elsewhere in this Schedule. Files pertaining to the donation of U.S. owned personal property under Section 607 of the Foreign Assistance Act of 1961, as amended.

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 NC1-286-85-04/16004/a

Disposition Instruction

Cutoff Instruction Cutoff file when all actions are completed.

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

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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

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