

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0016
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: Major Subdivision
Major Subdivision: Bureau for Management
Minor Subdivision: Office of Management Policy, Budget and Performance
Schedule Subject: Agency Handbook 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0016

Sequence Number	
1	Handbook Case Files Disposition Authority Number: DAA-0286-2012-0016-0001
2	Handbook Master Set Disposition Authority Number: DAA-0286-2012-0016-0002

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Records Schedule Items

Sequence Number	
1	<p>Handbook Case Files</p> <p>Disposition Authority Number DAA-0286-2012-0016-0001</p> <p>This series documents the historical development of the Agency's Handbooks. The Handbooks are the medium for publishing Agency policies and operating procedures. The file is maintained by individual Handbook number. Each file contains all or any part of the following: background information in the form of notes, memos, letters, legal opinions, etc.; AID directive system issuance (change) request; draft comments; signature draft; final draft; printing request; and a copy of the issued product. The file receives frequent use by the office staff responsible for directing the Handbook issuance program. File is used as a historical resource of early or previously superseded policy and/or procedure. This depth of information is not duplicated elsewhere within the Agency.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation NC1-286-88-071</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon issuance of the next supersession.</p> <p>Transfer to Inactive Storage Hold in office or records management application.</p> <p>Retention Period Destroy 20 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Handbook Master Set</p> <p>Disposition Authority Number DAA-0286-2012-0016-0002</p> <p>This series contains the Agency's master set of Handbook issuances. It is comprised of two sets of files, both maintained by numeric sequence in loose-leaf binders. The one set is a compilation of Handbook change issuances, beginning with the first issuance that initiated transition from Manual Order to Handbook series in 1974. This set documents the historical evolution of Agency policies and</p>

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procedures. The second file is a compilation of Transmittal Memoranda (TM) that are used with each change issuance. A primary purpose of the TMs is to state and explain the reason for the change. Together, these files constitute the codified record of Agency policy and procedure direction since inception. This is the only such record in the Agency.

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?

GRS or Superseded Authority Citation NC1-286-83-01/2

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 file is 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

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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
02/14/2013	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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