

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0017
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 Africa
Minor Subdivision: Office of Development Planning
Schedule Subject: Records for the Controller's office.
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0017

Sequence Number	
1	Controllers Staff
1.1	General Subject Files Disposition Authority Number: DAA-0286-2012-0017-0001
1.2	General Financial Files Disposition Authority Number: DAA-0286-2012-0017-0002
1.3	General Correspondence Chron Files Disposition Authority Number: DAA-0286-2012-0017-0003
1.4	Telegram Chron Disposition Authority Number: DAA-0286-2012-0017-0004

Returned without Action

Records Schedule Items

Sequence Number	
1	<p>Controllers Staff</p>
1.1	<p>General Subject Files</p>
	<p>Disposition Authority Number DAA-0286-2012-0017-0001</p>
	<p>This series documents the day to day activities of the office. Document classification and file maintenance is in accord with AID Handbook 21, Part 41 instructions. Subject matter covers such areas as Administration, Budget, Personnel, General housekeeping and the various technical sections such as Agriculture, Education, Health, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matters and such.</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Item Status Withdrawn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GRS or Superseded Authority Citation NO 1-286-83-04/1</p>
	<p>Disposition Instruction</p>
	<p>Cutoff Instruction Cutoff annually by fiscal year.</p>
	<p>Transfer to Inactive Storage Hold in office or records management application.</p>
	<p>Retention Period Destroy 3 year(s) after cutoff.</p>
	<p>Additional Information</p>
	<p>GAO Approval Not Required</p>
1.2	<p>General Financial Files</p>
	<p>Disposition Authority Number DAA-0286-2012-0017-0002</p>
	<p>This series deals with financial management functions of the Africa Bureau. It covers such subjects as: the annual budget submission, budget expenses, funding limits, background justification and expenses, country development strategy statements, monthly operating reports, etc. It contains such forms as: Request for Budget Allowance, Annual Budget Submission forms, Request for Operational Year Budget Change, Project Implementation Orders/Technical Services, Travel Authorizations and Advice of Budget Allowances.</p>

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	NC1-286-83-04/2
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
General Correspondence Chron Files	
Disposition Authority Number	DAA-0286-2012-0017-0003
Extra copies of general correspondence (letters, memos, etc) maintained in chronological order and used as an early reference file.	
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	NC1-286-83-04/3
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	
GAO Approval	Not Required
Telegram Chron	

1.3

1.4

Returned Without Action

Disposition Authority Number	DAA-0286-2012-0017-0004
Extra copies of Agency telegrams maintained in chronological order	Used as easy reference files.
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
GPO or Superseded Authority Citation	NC1-286-83-04/4
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	
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
02/14/2015	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

Returned without Action