

### Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0018  
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: Administrative Management Staff  
Schedule Subject: Employment Applications, Staffing Patterns, Telegram Chronological Files, and General Correspondence Chronological Files schedules.  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0286-2012-0018

Sequence Number	
1	Employment Applications Disposition Authority Number: DAA-0286-2012-0018-0001
2	Staffing Patterns Disposition Authority Number: DAA-0286-2012-0018-0002
3	Telegram Chron Files Disposition Authority Number: DAA-0286-2012-0018-0003
4	General Correspondence Chron File Disposition Authority Number: DAA-0286-2012-0018-0004

**Returned without Action**

Records Schedule Items

Sequence Number	
1	<p><b>Employment Applications</b></p> <p>Disposition Authority Number      DAA-0286-2012-0018-0001</p> <p>Files of unsolicited applications for employment which have been submitted direct to the Bureau. Folders contain 3-4 applications each with each application consisting of transmittal letter and resume. Folders are maintained by number which is keyed to a name index. File is used as a resource in locating potential employees when vacancies occur.</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Item Status                                Withdrawn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GRS or Superseded Authority Citation      AIC 1-286-83-05/3</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at end of fiscal year.</p> <p>Transfer to Inactive Storage          Hold in office or records management application.</p> <p>Retention Period                        Destroy 2 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
2	<p><b>Staffing Patterns</b></p> <p>Disposition Authority Number      DAA-0286-2012-0018-0002</p> <p>This series consists of a collection of personnel staffing compilations. These reports are made from three different compilations (by AOSC code, alphabetical name, and unit staffing) are published each month. Each report runs from 158 to 329 pages on the average. These records, which duplicate the official record copy in Office of Human Resources, Foreign Service Personnel (HR/FSP), are used for historical reference and planning purposes.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Withdrawn</p> <p>Is this item media neutral?            Yes</p>

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

NC1-286-83-05/4

Disposition Instruction

Cutoff Instruction

Cutoff at the end of calendar year.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy immediately after cutoff.

Additional Information

GAO Approval

Not Required

Telegram Chron Files

Disposition Authority Number

DAA-0286-2012-0018-0003

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

GRS or Superseded Authority Citation

NC1-286-83-05/5

Disposition Instruction

Cutoff Instruction

Cutoff at the end of calendar 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

General Correspondence Chron File

Disposition Authority Number

DAA-0286-2012-0018-0004

Extra copies of general correspondence (letters, memos, and so forth) maintained in chronological order and used as "easy reference" files.

3

4

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	NC1-286-83-05/6
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Alternative 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
02/14/2013	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

**Returned Without Action**