

### Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0019  
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: Please see attachment for the USAID Mission Disposition Schedule Part 1 of 3. General Records, Project Assistance Records, and Non-Project Assistance 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	23

GAO Approval

**Returned Without Action**

Outline of Records Schedule Items for DAA-0286-2012-0019

Sequence Number	
1	General Records
1.1	General Correspondence Files (Centralized or Decentralized)
1.1.1	Office Program Subject Files Disposition Authority Number: DAA-0286-2012-0019-0001
1.1.2	Office Administrative Subject Files Disposition Authority Number: DAA-0286-2012-0019-0002
1.1.3	Country Files Disposition Authority Number: DAA-0286-2012-0019-0003
1.2	Conference, Meetings and Seminar Files Disposition Authority Number: DAA-0286-2012-0019-0004
1.3	Reading, Chronological, and Cable Files
1.3.1	Correspondence Disposition Authority Number: DAA-0286-2012-0019-0005
1.3.2	Cables Disposition Authority Number: DAA-0286-2012-0019-0006
2	Project Assistance Records
2.1	Project Files
2.1.1	Loan Files Disposition Authority Number: DAA-0286-2012-0019-0007
2.1.2	Grant Files Disposition Authority Number: DAA-0286-2012-0019-0008
2.2	Project Plan Files Disposition Authority Number: DAA-0286-2012-0019-0009
2.3	Participant Training Files
2.3.1	Participant Trainee Case Files Disposition Authority Number: DAA-0286-2012-0019-0010
2.3.2	Documentation Containing Summary Data Disposition Authority Number: DAA-0286-2012-0019-0011
2.4	Project Reports Files
2.4.1	Project Review Summary Reports Disposition Authority Number: DAA-0286-2012-0019-0012
2.4.2	Country Development Strategy Statement (CDSS) File
2.4.2.1	Formal Statements Disposition Authority Number: DAA-0286-2012-0019-0013

Returned Without Action

- 2.4.2.2 Working Papers  
Disposition Authority Number: DAA-0286-2012-0019-0014
- 2.4.3 Project Procurement Advice Files  
Disposition Authority Number: DAA-0286-2012-0019-0015
- 3 Non-Project Assistance Records
- 3.1 Program (non-project) Procurement File  
Disposition Authority Number: DAA-0286-2012-0019-0016
- 3.2 Commodity Import Programs (CIP) Files
- 3.2.1 Commodity Import Programs (CIP) Financial Files  
Disposition Authority Number: DAA-0286-2012-0019-0017
- 3.2.2 Statistical Reports Files  
Disposition Authority Number: DAA-0286-2012-0019-0018
- 3.2.3 Commodity Import Program Concurrence Letters  
Disposition Authority Number: DAA-0286-2012-0019-0019
- 3.2.4 End Use Reporting Files  
Disposition Authority Number: DAA-0286-2012-0019-0020
- 3.2.5 Excess Property Files  
Disposition Authority Number: DAA-0286-2012-0019-0021
- 3.3 Country Development Strategy Statement (CDSS) File
- 3.3.1 Formal Statements  
Disposition Authority Number: DAA-0286-2012-0019-0022
- 3.3.2 Working Papers  
Disposition Authority Number: DAA-0286-2012-0019-0023

Returned Without Action

Records Schedule Items

Sequence Number	
1	General Records
1.1	General Correspondence Files (Centralized or Decentralized)
	Letters, cables, messages, memoranda, economic or other studies and reports, forms and other data documenting and/or implementing plans, policies, procedures, decisions and accomplishments pertaining to USAID programs and staff activities. These documents are arranged by subject using the agency subject file classification system contained in ADS 502.
1.1.1	Office Program Subject Files
	Disposition Authority Number DAA-0286-2012-0019-0001
	Subjects pertaining to USAID programs and/or functions for which the office exists.
	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 NC1-286-85-04/02001/a
	Disposition Instruction
	Cutoff Instruction Cutoff annually by fiscal year.
	Transfer to Inactive Storage Hold in office or records management application for 2 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 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
1.1.2	Office Administrative Subject Files

Required Without Action

Disposition Authority Number DAA-0286-2012-0019-0002  
Subjects pertaining to routine internal management or general administration (budget, personnel, procurement, etc.) rather than the function for which the office exists.

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

NC1-286-85-04/02001/b

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 2 years after cutoff or when no longer needed, whichever is sooner.

Additional Information

GAO Approval Not Required

Country Files

Disposition Authority Number DAA-0286-2012-0019-0003

Documents of a general nature (correspondence, memoranda, policies, etc.) pertaining to various aspects of the foreign aid assistance program in various countries, arranged for convenience of reference alphabetically by the names of the various countries.

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

NC1-286-85-04/02001/c

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

1.1.3

**Returned Without Action**

1.2

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

Conference, Meetings and Seminar Files

Disposition Authority Number DAA-0286-2012-0019-0004

These files consist of meeting agendas, minutes, statement papers, reports, and correspondence pertaining to international meetings at which USAID staff is represented. These files are arranged chronologically and thereunder by subject of meeting.

Final Disposition Permanent

Item Status Withdrawn

Is this item media sensitive? 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 N/A 286-85-04/02002

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Hold in office or records management application for 2 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 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

1.3

Reading, Chronological, and Cable Files

1.3.1

Correspondence

Disposition Authority Number DAA-0286-2012-0019-0005

Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.

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 NC1-286-85-04/02003/a

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 or when reference value has been exhausted occurs, whichever is sooner

Additional Information

GAO Approval Not Required

Cables

Disposition Authority Number DAA-0286-2012-0019-0006

Extra copies of incoming and outgoing cables arranged chronologically.

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 NC1-286-85-04/02003/b

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 or when reference value has been exhausted occurs, whichever is sooner

**Returned without Action**

1.3.2

	<b>Additional Information</b>	
	GAO Approval	Not Required
2	<b>Project Assistance Records</b> These records relate to the USAID Development Assistance Program. Assistance is provided in the form of loans and grants for improving the quality of life of people in less developed countries through programs in agriculture, rural development, nutrition, family planning, health education and human resources, energy, private industry development and science and technology.	
2.1	<b>Project Files</b> Case files on technical and capital assistance projects, consisting of studies, surveys, Project Identification Documents, Project Papers, loan and grant agreements and amendments, Project Implementation Letters, contracts, reports, and other related records and correspondence.	
2.1.1	<b>Loan Files</b>	
	Disposition Authority Number	DAA-0286-2012-0019-0007
	Loan files associated with technical and capital assistance projects.	
	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	NC1-286-85-0003001/a
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff on project activity completion date.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
2.1.2	<b>Grant Files</b>	
	Disposition Authority Number	DAA-0286-2012-0019-0008
	Grant files associated with technical and capital assistance projects.	
	Final Disposition	Temporary
	Item Status	Withdrawn

**Returned Without Action**



	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	NC1-286-85-04/03001/b
	Disposition Instruction	
	Cutoff Instruction	Cutoff on project activity completion date.
	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
2.2	Project Plan Files	
	Disposition Authority Number	DAA-0286-2012-0019-0009
	Copies of engineering plans relating to individual projects.	
	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	NC1-286-85-04/03002
	Disposition Instruction	
	Cutoff Instruction	Cutoff on project activity completion date.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 3 year(s) after project activity completion date.
	Additional Information	
	GAO Approval	Not Required
2.3	Participant Training Files	
2.3.1	Participant Trainee Case Files	
	Disposition Authority Number	DAA-0286-2012-0019-0010

**Returned Without Action**

Participant trainee case files containing Project Implementation Order/Participants (PIO/Ps), bio-data, training plans, budgets, notice of return, course records, report, 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 e-mail and word processing? No

GRS or Superseded Authority Citation N1-286-89-1/03003/a

Disposition Instruction

Cutoff Instruction Cutoff when associated project activity is complete.

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

2.3.2

Documentation Containing Summary Data

Disposition Authority Number DAA-0286-2012-0019-0011

All summary data for trainees or training project. This information documents the training program for each project, and the trainees that participate in the program.

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 NC1-286-85-04/03003/b  
NC1-286-85-04/03003/c  
NC1-286-85-04/03003/d

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

**Returned Without Action**

	Retention Period	Destroy upon termination of overseas office or when no longer needed, whichever is sooner.
	Additional Information	
	GAO Approval	Not Required
2.4	Project Reports Files	
2.4.1	Project Review Summary Reports	
	Disposition Authority Number	DAA-0286-2012-0019-0012
	Copies of summary progress reports and related correspondence on the implementation of all projects. Included in this item are similar types of recurring reports on project implementation used at the discretion of individual missions.	
	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	NC1-386-85-04/03004
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 2 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
2.4.2	Country Development Strategy Statement (CDSS) File	
2.4.2.1	Formal Statements	
	Disposition Authority Number	DAA-0286-2012-0019-0013
	Formal Statements on the country foreign aid assistance program are submitted to USAID Headquarters annually. These statements are issued by USAID Headquarters.	
	Final Disposition	Temporary
	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	NC1-286-85-04/03005/a
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
<b>Working Papers</b>	
Disposition Authority Number	DAA-0286-2012-0019-0014
<b>Drafts, or other working papers that are used to develop the Country Development Strategy Statement.</b>	
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	NC1-286-85-04/03005/b
Disposition Instruction	
Cutoff Instruction	Cutoff after formal Country Development Strategy Statement is issued.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy immediately after cutoff.
Additional Information	
GAO Approval	Not Required
<b>Project Procurement Advice Files</b>	
Disposition Authority Number	DAA-0286-2012-0019-0015

2.4.2.2

2.4.3

**Returned Without Action**

Reports and correspondence pertaining to advice provided to project officers on procurement actions under project agreements.

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 NC1-286-85-04/03006

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

3 Non-Project Assistance Records

These records relate to Economic Support Fund activities and include grants and loans for program assistance in selected countries of special political interest to the United States. Recipients purchase goods and services from U.S. institutions and firms under P.L. 480 Title I and the Commodity Import Program. Cash transfers and sector assistance are also provided as non-project assistance.

3.1 Program (non-project) Procurement File

Disposition Authority Number DAA-0286-2012-0019-0016

Case files of grant and loan agreements, implementation letters, letters of commitment and related documents and correspondence pertaining to program (e.g., Commodity Import Program) transactions.

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 NC1-286-85-04/04001

Returned Without Action

3.2

3.2.1

Disposition Instruction

Cutoff Instruction

Cutoff at the end of fiscal year in which case is closed.

Transfer to Inactive Storage

Hold in office or records management application for 2 years, then transfer to USAID Headquarters.

Retention Period

Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Commodity Import Programs (CIP) Files

Commodity Import Programs (CIP) Financial Files

Disposition Authority Number DAA-0286-2012-0019-0017

Conformed copies of agreements, letters of commitment (L/C) and related correspondence and other financial documentation pertaining to individual agreements (Grants/Loans) under the Commodity Import Program.

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

NC1-286-85-040402/a

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy 10 years after letter of commitment is issued.

Additional Information

GAO Approval

Not Required

3.2.2

Statistical Reports Files

Disposition Authority Number

DAA-0286-2012-0019-0018

Copies of quarterly/monthly reports containing basic financial information regarding the current status of Commodity Import Program transactions.

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	NC1-286-85-04/4002/b
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Commodity Import Program Concurrence Letters	
Disposition Authority Number	DAA-0286-2012-0019-0019
Copies of Commodity Import Program letters of transactions approval sent to private sector and public importer.	
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	NC1-286-85-04/4002/c
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
End Use Reporting Files	
Disposition Authority Number	DAA-0286-2012-0019-0020

**Returned Without Action**

3.2.3

3.2.4

Records of "end use" checks made by staff to determine proper use of program by host country under the loan/grant agreement. Also included are correspondence and other documents containing follow-up information.

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

NC1-286-85-04/04002/d

Disposition Instruction

Cutoff Instruction

Cutoff file at end of fiscal year in which all problems are resolved.

Transfer to Inactive Storage

Hold in office or records management application for 2 years, then transfer to USAID Headquarters.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Excess Property Files

Disposition Authority Number

DAA-0286-2012-0019-0021

Files pertaining to procurement by host country importers of excess Federal property.

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

NC1-286-85-04/04002/g

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage

Hold in office or records management application.

Returned Without Action

3.2.5



3.3	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3.3.1	Country Development Strategy Statement (CDSS) File	
	Formal Statements	
	Disposition Authority Number	DAA-0286-2012-0019-0022
	Formal Statements on the country foreign aid assistance program are submitted to USAID Headquarters annually. These statements are printed, bound, and issued by 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	NC1-286-85-04/03005/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office of records management application.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3.3.2	Working Papers	
	Disposition Authority Number	DAA-0286-2012-0019-0023
	Drafts, or other working papers that are used to develop the Country Development Strategy Statement.	
	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

Returned Without Action

GRS or Superseded Authority  
Citation

NC1-286-85-04/03005/b

Disposition Instruction

Cutoff Instruction

Cutoff after formal Country Development Strategy  
Statement is issued.

Transfer to Inactive Storage

Hold in office or records management application.

Retention Period

Destroy 5 year(s) after cutoff.

Additional Information

SAC 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
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

**Returned without Action**