

### Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0020  
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: Project Working Files and Technical Reference Files.  
Internal agency concurrences will be provided

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

GAO Approval

**Returned Without Action**

Outline of Records Schedule Items for DAA-0286-2012-0020

Sequence Number

1

Technical Staff

1.1

Project Working Files

Disposition Authority Number: DAA-0286-2012-0020-0001

**Returned without Action**

Records Schedule Items

Sequence Number	
1	Technical Staff
1.1	Project Working Files
	Disposition Authority Number DAA-0286-2012-0020-0001
	<p>This series of case filed records contains documents relating to projects requiring the advice and assistance of the Technical Staff. The file is not a complete project history that is maintained in the Project Division. The file is maintained in numeric order by unique project number. Within the file can be found any or 'all of the following: project identification document (PID); project paper (PP); project authorization project agreement (ProAg); project implementation orders (PIO/ C,/T,/P); contracts; amendments to the foregoing; general correspondence, both telegraphic and non-telegraphic; audits; reports and evaluations. All of these documents, and more, document the initial concept, the approved design, the successes and/or failures of the individual project. The offices use these files to monitor development efforts, as a background resource for long-term planning, for measuring financial inputs, and for answering queries from within and without the Agency.</p>
	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	Item Status Withdrawn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	GRS or Superseded Authority Citation NC1-286-83-07/1
	Disposition Instruction
	Cutoff Instruction Close file at termination of the project
	Transfer to Inactive Storage Retain in active office space for 2 years after closing, then transfer to the records management application.
	Retention Period Destroy 5 year(s) after cutoff.
	Additional Information
	GAO Approval Not Required

Required 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**