

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0021
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 the Deputy Assistant Administrator
Schedule Subject: General Subject Files, General Correspondence Chronological Files, Telegram Chronological Files, Funding Materials, and Project Implementation Order / Technical Services Reference Files.
Internal agency concurrences will be provided: N

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2012-0021

Sequence Number	
1	General Subject Files Disposition Authority Number: DAA-0286-2012-0021-0001
2	General Correspondences - Chron File Disposition Authority Number: DAA-0286-2012-0021-0002
3	Telegram Chron File Disposition Authority Number: DAA-0286-2012-0021-0003
4	Pending Materials Disposition Authority Number: DAA-0286-2012-0021-0004
5	Project Implementation Order/Technical Service (PIO/T) Reference File Disposition Authority Number: DAA-0286-2012-0021-0005

Returned without Action

Records Schedule Items

Sequence Number	
1	<p>General Subject Files</p> <p>Disposition Authority Number DAA-0286-2012-0021-0001</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 II instructions. Subject matter covers such areas as administration, budget, personnel, travel, program policy, procurement, general housekeeping and the various technical sectors such as agriculture, education, health, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matter 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Item Status Withdrawn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GRS or Superseded Authority Citation NCI-236-83-06/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of the calendar 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>
2	<p>General Correspondences - Chron File</p> <p>Disposition Authority Number DAA-0286-2012-0021-0002</p> <p>Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file.</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</p>

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-286-83-06/2

Disposition Instruction

Cutoff Instruction Cutoff at end of the 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 File

Disposition Authority Number DAA-0286-2012-0021-0003

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 NC1-286-83-06/2

Disposition Instruction

Cutoff Instruction Cutoff at end of the 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

Funding Materials

Disposition Authority Number DAA-0286-2012-0021-0004

This file consists of copies of allotment requests, allotment telegrams, obligation telegrams, reports, etc. It is used as a ready reference for funding information.

Final Disposition Temporary

Returned Without Action

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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	NC1-286-83-06/4
Disposition Instruction	
Cutoff Instruction	Cutoff at end of the 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
Project Implementation Order/Technical Service (PIO/T) Reference File	
Disposition Authority Number	DAA-0286-2012-0021-0005
This file contains copies of all PIO/Ts prepared by Bureau fro Africa, Office of the Deputy Assistant Administrator (A/P/DAA) staff and is used as a cross reference to official obligation records. The official records are with the 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	NC1-286-83-06/5
Disposition Instruction	
Cutoff Instruction	Cutoff at end of the 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

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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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