

### Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2012-0022  
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: Addition Headquarter Comprehensive Schedules  
Internal agency concurrences will be provided: No

Background Information: These schedules are not included in the Washington Disposition Schedule.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0286-2012-0022

Sequence Number	
1	Records Common to Most Offices
1.1	Project Status/Tracking System Reporting Disposition Authority Number: DAA-0286-2012-0022-0001
2	New and Media Relations Files
2.1	Motion Pictures
2.1.1	All other Agency sponsored film Disposition Authority Number: DAA-0286-2012-0022-0002
2.2	Still Photography
2.2.1	Routine Subject that Do Not Reflect the Agency's Mission Disposition Authority Number: DAA-0286-2012-0022-0003
2.3	Color Slides
2.3.1	Routine Subject that Do Not Reflect the Agency's Mission Disposition Authority Number: DAA-0286-2012-0022-0004
2.4	Film Strips
2.4.1	Routine Subject that Do Not Reflect the Agency's Mission Disposition Authority Number: DAA-0286-2012-0022-0005

Returned Without Action

Records Schedule Items

Sequence Number

1 Records Common to Most Offices

1.1 Project Status/Tracking System Reporting

Disposition Authority Number DAA-0286-2012-0022-0001

This documents the monitoring of the status and tracking of projects. Some of the documents found in this file are: policy data/inventory, project status reports, weekly status reports, and project accounting/information system reports.

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Item Status Withdrawn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GRS or Superseded Authority Citation NY1-286-86-001/01290

Disposition Instruction

Cutoff Instruction Cutoff files when project is complete.

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

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2 New and Media Relations Files

2.1 Motion Pictures

Relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.

2.1.1 All other Agency sponsored film

Disposition Authority Number DAA-0286-2012-0022-0002

Copies of negative or color originals plus separate sound track, a sound projection print or a video recording.

**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? Yes  
Do any of the records covered by this item exist as structured electronic data? No  
G.S. Superseded Authority Citation N1-286-86-001/03190  
Disposition Instruction  
Cutoff Instruction Cutoff annually by fiscal year.  
Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

Still Photography

Relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.

Routine Subject that Do Not Reflect the Agency's Mission

Disposition Authority Number DAA-0286-2012-0022-0003

These subjects could include but are not limited to employee group photographs, landscape portraits and other photographs outside the scope of the Agency's mission 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? Yes  
Do any of the records covered by this item exist as structured electronic data? No

**Returned Without Action**

2.2

2.2.1

GRS or Superseded Authority Citation N1-286-86-001/03270  
Disposition Instruction  
Cutoff Instruction Cutoff annually by fiscal year.  
Retention Period Destroy immediately after cutoff.

Additional Information  
GAO Approval Not Required

2.3

**Color Slides**  
Reflecting the Agency's mission; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies. Including the negatives and captioned prints.

2.3.1

**Routine Subject that Do Not Reflect the Agency's Mission**

Disposition Authority Number DAA-0286-2012-0022-0004

These subjects could include but are not limited to management training slides, landscape slides and other slides outside the scope of the Agency's mission 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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-286-86-001/03290

Disposition Instruction  
Cutoff Instruction Cutoff annually by fiscal year.  
Retention Period Destroy 1 year(s) after cutoff.

Additional Information  
GAO Approval Not Required

**Retained Without Action**

2.4

Film Strips

For example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counterinsurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region, having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.

2.4.1

Routine Subject that Do Not Reflect the Agency's Mission

Disposition Authority Number DAA-0286-2012-0022-0005

These subjects could include but are not limited to management training films, or those used for training in narrow areas of technology, such as "how to" build a bridge, irrigate a field, build a shed or house, maintain cattle, pasteurize milk, 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 email and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-286-85-001/03310

Disposition Instruction

Cutoff Instruction Cut off annually by fiscal year.

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**