

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0001
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: USAID Missions Disposition Schedule - Administrative Management Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0001

Sequence Number	
1	Administrative Management Records
1.1	Administrative Management Project Control Files Disposition Authority Number: DAA-0286-2013-0001-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	Administrative Management Records
1.1	Administrative Management Project Control Files
	Disposition Authority Number DAA-0286-2013-0001-0001
	Memoranda, reports, and other records documenting assignments, progress, and completion of projects. These records could contain but are not limited to the organizational, functional management, and emergency planning of USAID Mission office, administration coordination and relations with other Federal agencies and with cooperative service type organizations of host governments.
	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	Item Status Withdrawn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 mail and word processing? No
	GRS or Superseded Authority Citation N 01-286-85-04/08003
	Disposition Instruction
	Cutoff Instruction Cutoff when the project is closed.
	Transfer to Inactive Storage Transfer to records management application.
	Retention Period Destroy 2 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 Officer	USAID - MMSIRD
03/19/2014	Returned Without Action	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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