

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0003
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: Science and Technology Project Files
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0003

Sequence Number	
1	Science and Technology (S&T) Project Files
1.1	Original Files Disposition Authority Number: DAA-0286-2013-0003-0001
1.2	Duplicate Files Disposition Authority Number: DAA-0286-2013-0003-0002
1.3	Original Paper Copies of Project Records Disposition Authority Number: DAA-0286-2013-0003-0003
1.4	Closed Project Records Disposition Authority Number: DAA-0286-2013-0003-0004

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Science and Technology (S&T) Project Files These files consist of documentation pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects. Files include, but are not limited to, copies of proposals, applications, agreements, contracts, interim progress reports. Project Implementation Order/Technical Services (PIO/PI) project papers, published and unpublished reports, and other documents and correspondence pertinent to the project.</p>
1.1	<p>Original Files Disposition Authority Number DAA-0286-2013-0003-0001</p> <p>These files include previous or obsolete media such as silver master microfilm or other microfilm products. Include All pre-Public Implementation Document (PID) documents, project paper or equivalent, core official correspondence and all reports.</p> <p>Final Disposition Permanent</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Item Status Withdrawn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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-286-91-2/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually by fiscal year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent record is 2 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown N/A</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown N/A</p>

Retained Without Action

1.2

Duplicate Files

Disposition Authority Number **DAA-0286-2013-0003-0002**

These files include previous or obsolete media such as silver master microfilm or other microfiche products.

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 **N1-286-91-2/3**

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**

1.3

Original Paper Copies of Project Records

Disposition Authority Number **DAA-0286-2013-0003-0002**

These are the original paper copies of documents transferred to microfilm.

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 **N1-286-91-2/6**

Disposition Instruction

Retained Without Action

1.4

Cutoff Instruction Cutoff annually by fiscal year.
Transfer to Inactive Storage Transfer original paper to the electronic records management applications.
Retention Period Destroy 2 year(s) after transfer to inactive storage.

Additional Information

GAO Approval Not Required

Closed Project Records

Disposition Authority Number DAA-0286-2013-0003-0004

These are original files that were not transferred to microfilm.

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 N1-286-91-2/7

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year and review for closed projects.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cutoff.

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

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

Returned Without Action