

Request for Records Disposition Authority

Records Schedule Number DAA-0286-2013-0005
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 Periodic Reports of Africa Region - Administrative Value
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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		4

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0005

Sequence Number	
1	Program Support Staff
1.1	General Subject Files Disposition Authority Number: DAA-0286-2013-0005-0001
1.2	Project Status/Tracking System Reporting Disposition Authority Number: DAA-0286-2013-0005-0002
1.3	Telegram Chron Files Disposition Authority Number: DAA-0286-2013-0005-0003
1.4	Stamping Patterns Disposition Authority Number: DAA-0286-2013-0005-0004

Returned Without Action

Records Schedule Items

Sequence Number	
1	Program Support Staff
1.1	General Subject Files
	Disposition Authority Number DAA-0286-2013-0005-0001
	This series documents the day to day activities of the office. Document classification and file maintenance is in accord with AID Handbook 21, Part III instructions. Subject matter covers such areas as Administration, Budget, Personnel, Travel, Procurement, 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	Item Status Withdrawn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 e-mail and word processing? No
	GRS or Superseded Authority Citation GC 1-286-83-15/1
	Disposition Instruction
	Cutoff Instruction Cutoff at the end of the fiscal year.
	Transfer to Inactive Storage Hold office or records management application.
	Retention Period Destroy 3 year(s) after cutoff.
	Additional Information
	GAO Approval Not Required
1.2	Project Status/Tracking System Reporting
	Disposition Authority Number DAA-0286-2013-0005-0002
	This series documents the monitoring of the status and tracking of projects in the Africa Region some of the documents found in this file are; policy data inventory, project status reports, weekly status reports, project accounting information system reports, etc.
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes

Retained Without Action

1.3

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 NC1-286-83-15/2

Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year.

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

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Telegram Chron Files

Disposition Authority Number DAA-0286-2013-0005-0003

Incoming and Outgoing telegrams maintained 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 NC1-286-83-15/3

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar 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

1.4

Staffing Patterns

Disposition Authority Number DAA-0286-2013-0005-0004

This series consists of a collection of personnel staffing compilations. These reports are made from three different compilations (by AOSC code, alphabetical name, and unit staffing) are published each month. Each report runs from 158 to

329 pages on the average. These records, which duplicate the official record copy in Office of Human Resources, Foreign Service Personnel (HR/FSP), are used for reference and planning purposes.

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

SRP or Superseded Authority Creation NC1-286-83-15/5

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

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

Retention Period Destroy six (6) months 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

Returned Without Action