

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0006
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 Management
Minor Subdivision: Information and Records Division
Schedule Subject: Communications and Records Management Division 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0006

Sequence Number	
1	Telegram File
1.1	Washington Headquarter Offices Disposition Authority Number: DAA-0286-2013-0006-0001
1.2	All Other USAID Offices Disposition Authority Number: DAA-0286-2013-0006-0002
2	General Correspondence Files
2.1	Washington Headquarter Offices Disposition Authority Number: DAA-0286-2013-0006-0003
2.2	All other USAID Offices Disposition Authority Number: DAA-0286-2013-0006-0004

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Telegram File Chronological files consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally maintained by serial number by point of origin and are kept, for the most part, as a source of easy reference. For existing files, this description and schedule shall be deemed to include those chronological files on airgrams as may be in existence.</p>
1.1	<p>Washington Headquarter Offices Disposition Authority Number DAA-0286-2013-0006-0001 Files maintained in the individual offices of the Agency's Washington headquarters. Files are 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 Final Disposition Temporary Item Status Withdrawn Is this item media neutral?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 No GRS or Superseded Authority Citation NC1-286-82-2/1b Disposition Instruction Cutoff Instruction Cutoff at the end of the calendar year. Transfer to Inactive Storage Hold in office or record management application. Retention Period Destroy 1 year(s) after cutoff. Additional Information GAO Approval Not Required</p>
1.2	<p>All Other USAID Offices Disposition Authority Number DAA-0286-2013-0006-0002 Incoming and outgoing telegraphic correspondence files maintained by the individual overseas offices as "easy reference" files. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes</p>

Returned Without Action

	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	NC1-286-82-2/1d
	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
2	General Correspondence Files	
	Chronological files consisting of letters, memoranda, and other, non-telegraphic, communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.	
2.1	Washington Headquarter Offices	
	Disposition Authority Number	DAA-0286-2013-0006-0003
	Chronological files consisting of letters, memoranda, and other, non-telegraphic, communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files. This schedule does not include those correspondence chron files maintained by or for the immediate offices of the following Agency executives: the Administrator, the Deputy Administrator, the Assistant Administrators and the Directors of Offices that report direct to the Administrator. The correspondence chron files of those offices will be covered by the individual office schedules.	
	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	NC1-286-82-2/2a
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Transfer to Inactive Storage	Hold in office or records management application.

Returned Without Action

2.2

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

All Other USAID Offices

Disposition Authority Number DAA-0286-2013-0006-0004

Chronological files consisting of letters, memoranda, and other, non-telegraphic, communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files. This schedule does not include those correspondence chron files maintained by or for the immediate office of the USAID Director or other Principal Officer at each overseas post. The correspondence chron files of those offices will be covered by the individual office schedules.

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 NC 286-82-2/2

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at the end of the fiscal year.

Transfer to Inactive Storage Transfer to the records management application.

Retention Period Destroy immediately after one (1) year old or sooner if no longer needed for reference.

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
03/19/2014	Return Without Ac tion	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services

Returned Without Action