

Outline of Records Schedule Items for DAA-0286-2013-0007

Sequence Number

1	Extra Copies of Miscellaneous Correspondence - Telegrams and Letters Disposition Authority Number: DAA-0286-2013-0007-0001
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Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 1485 457">Extra Copies of Miscellaneous Correspondence - Telegrams and Letters</p> <p data-bbox="349 468 1485 510">Disposition Authority Number DAA-0286-2013-0007-0001</p> <p data-bbox="349 521 1485 744">The files maintained by this office are chron files dated 1979 to current. They are used as reference by the Bureau Head. Files consist of extra copies of miscellaneous correspondence such as telegrams and letters that are prepared by other Bureau for Africa offices for the Assistant Administrators signature. The complete official file is maintained by the originating office in date order by discrete document or in date order with documents co-mingled.</p> <p data-bbox="349 755 1485 798">Final Disposition Temporary</p> <p data-bbox="349 808 1485 851">Item Status Withdrawn</p> <p data-bbox="349 861 1485 904">Is this item media neutral? Yes</p> <p data-bbox="349 915 1485 1042">Do any of the records covered by this item currently exist in electronic format(s) other than mail and word processing? No</p> <p data-bbox="349 1053 1485 1127">GRS or Superseded Authority Citation NOA-936-83-02/1</p> <p data-bbox="349 1149 1485 1191">Disposition Instruction</p> <p data-bbox="349 1202 1485 1244">Cutoff Instruction Cutoff files at end of the fiscal year.</p> <p data-bbox="349 1255 1485 1298">Transfer to Inactive Storage Hold in office by records management application.</p> <p data-bbox="349 1308 1485 1351">Retention Period Destroy 3 year(s) after cutoff.</p> <p data-bbox="349 1383 1485 1425">Additional Information</p> <p data-bbox="349 1436 1485 1478">GAO Approval Not Required</p>

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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