

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0008
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: Office of Program Management Resources
Schedule Subject: Office of Program Management Resources - Office of the Director
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Outline of Records Schedule Items for DAA-0286-2013-0008

Sequence Number	
1	General Subject Files Disposition Authority Number: DAA-0286-2013-0008-0001
2	General Correspondence Chron Files Disposition Authority Number: DAA-0286-2013-0008-0002
3	Telegram Chron Files Disposition Authority Number: DAA-0286-2013-0008-0003
4	Staffing Patterns Disposition Authority Number: DAA-0286-2013-0008-0004

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Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 649 446">General Subject Files</p> <p data-bbox="349 468 1136 500">Disposition Authority Number DAA-0286-2013-0008-0001</p> <p data-bbox="349 521 1429 776">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, program policy, procurement, general housekeeping and the various technical sectors such as agriculture, education, health, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matter and such.</p> <p data-bbox="349 798 909 829">Final Disposition Temporary</p> <p data-bbox="349 851 909 883">Item Status Withdrawn</p> <p data-bbox="349 904 812 936">Is this item media neutral? Yes</p> <p data-bbox="349 957 795 989">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="349 1095 974 1127">GRS or Superseded Authority Citation NCA-286-83-3/1</p> <p data-bbox="349 1191 649 1223">Disposition Instruction</p> <p data-bbox="349 1244 1153 1276">Cutoff Instruction Cutoff annually by fiscal year.</p> <p data-bbox="349 1298 1429 1330">Transfer to Inactive Storage Hold in office or records management application.</p> <p data-bbox="349 1351 1153 1383">Retention Period Destroy 3 year(s) after cutoff.</p> <p data-bbox="349 1425 649 1457">Additional Information</p> <p data-bbox="349 1478 941 1510">GAO Approval Not Required</p>
2	<p data-bbox="349 1542 876 1574">General Correspondence Chron Files</p> <p data-bbox="349 1596 1136 1627">Disposition Authority Number DAA-0286-2013-0008-0002</p> <p data-bbox="349 1649 1396 1713">Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file.</p> <p data-bbox="349 1734 909 1766">Final Disposition Temporary</p> <p data-bbox="349 1787 909 1819">Item Status Withdrawn</p> <p data-bbox="349 1840 812 1872">Is this item media neutral? Yes</p> <p data-bbox="349 1893 795 1925">Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-286-83-3/2

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal 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

Telegram Chron Files

Disposition Authority Number DAA-0286-2013-0008-0003

Extra copies of Agency telegrams maintained in chronological order. Used 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 NC1-286-83-1/3

Disposition Instruction

Cutoff Instruction Cutoff at 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

Staffing Patterns

Disposition Authority Number DAA-0286-2013-0008-0004

This series consists of a collection of personnel staffing compilations. 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

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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

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Superseded Authority NC1-286-83-3/4

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

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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

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