

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0009
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 the Development Planning
Schedule Subject: 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 0 | 5 |

GAO Approval

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Outline of Records Schedule Items for DAA-0286-2013-0009

| Sequence Number | |
|-----------------|--|
| 1 | Office of the Director |
| 1.1 | General Subject Files Disposition Authority Number: DAA-0286-2013-0009-0001 |
| 1.2 | General Correspondence Chron File Disposition Authority Number: DAA-0286-2013-0009-0002 |
| 1.3 | Telegram Chron File Disposition Authority Number: DAA-0286-2013-0009-0003 |
| 1.4 | Employment Applications Disposition Authority Number: DAA-0286-2013-0009-0004 |
| 1.5 | Temporary Duty (TDY) File Disposition Authority Number: DAA-0286-2013-0009-0005 |

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Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | Office of the Director |
| 1.1 | General Subject Files |
| | Disposition Authority Number DAA-0286-2013-0009-0001 |
| | This series documents the day to day activities of the office. Subject matter covers such areas as Administration, personnel, travel, procurement, general housekeeping, etc. The files contain incoming and outgoing correspondence, notices, forms, reports, printed matter and such. |
| | 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| | Item Status Withdrawn |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| | GRS or Superseded Authority Citation NC1-286-83-14/1 |
| | Disposition Instruction |
| | Cutoff Instruction Cutoff annually by fiscal year. |
| | Transfer to Inactive Storage Hold in office or records management application. |
| | Retention Period Destroy 3 year(s) after cutoff. |
| | Additional Information |
| | GAO Approval Not Required |
| 1.2 | General Correspondence Chron File |
| | Disposition Authority Number DAA-0286-2013-0009-0002 |
| | Extra copies of general correspondence (letters, memos, etc.) maintained in chronological order and used as an easy reference file. |
| | Final Disposition Temporary |
| | Item Status Withdrawn |
| | Is this item media neutral? Yes |
| | Do any of the records covered by this item currently exist in |

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1.3

electronic format(s) other than e-mail and word processing?
GRS or Superseded Authority Citation NC1-286-83-14/2
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 Copy File
Disposition Authority Number DAA-0286-2013-0009-0003
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 NC1-286-83-4/3
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

1.4

Employment Applications
Disposition Authority Number DAA-0286-2013-0009-0004
Files of unsolicited applications for employment which have been submitted directly to the Branch. Folders contain resumes of applicants.
Final Disposition Temporary

1.5

| | |
|---|---|
| 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 | NC1-286-83-14/4 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the 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 |
| Temporary Duty (TDY) File | |
| Disposition Authority Number | DAA-0286-2013-0009-0005 |
| This serious contains records of individuals traveling TDY within the Africa Region. | |
| 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 | NC1-286-83-14/5 |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at the end of the 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 |

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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 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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