

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0010
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 Sustainable Development
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 6 |

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0010

| Sequence Number | |
|-----------------|---|
| 1 | Office of the Director |
| 1.1 | Chronological Files (Telegrams) Disposition Authority Number: DAA-0286-2013-0010-0001 |
| 1.2 | General Correspondence Chron Files Disposition Authority Number: DAA-0286-2013-0010-0002 |
| 1.3 | General Subject Files Disposition Authority Number: DAA-0286-2013-0010-0003 |
| 1.4 | Project Working Files Disposition Authority Number: DAA-0286-2013-0010-0004 |
| 1.5 | Unsolicited Proposal Files |
| 1.5.1 | Proposals for which no contract is initiated Disposition Authority Number: DAA-0286-2013-0010-0005 |
| 1.6 | Technical Papers (Published/Unpublished) Disposition Authority Number: DAA-0286-2013-0010-0006 |

Returned Without Action

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | Office of the Director |
| 1.1 | Chronological Files (Telegrams) |
| | Disposition Authority Number DAA-0286-2013-0010-0001 |
| | 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| | Item Status Withdrawn |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| | GRS or Superseded Authority Citation NC1-286-83-16/1 |
| | 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 |
| 1.2 | General Correspondence Chron Files |
| | Disposition Authority Number DAA-0286-2013-0010-0002 |
| | Extra copies of general correspondence (letters, memoranda, 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 electronic format(s) other than e-mail and word processing? No |

Returned Without Action

1.3

GRS or Superseded Authority Citation NC1-286-83-16/2

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

General Subject Files

Disposition Authority Number DAA-0286-2013-0010-0003

This series documents the day to day activities of the offices and deals with a variety of subjects of the technical divisions such as: Agriculture, Rural Development, Health and Nutrition; population, Engineering, Environmental concerns, River Basin Development, 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 NC1-286-83-16/3

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 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.4

Project Working Files

Disposition Authority Number DAA-0286-2013-0010-0004

These files contain documents relating to projects requiring the advice and assistance of the technical divisions, such as requests for assistance, problem statements, Public International Organizations (PIOs), contracts, study reports and

correspondence. These files, for the most part duplicate file found in the projects division.

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 NC1-286-83-16/4

Disposition Instruction

Cutoff Instruction Cutoff at termination of project.

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

1.5

Unsolicited Proposal Files

This file consists of proposals and supporting papers received from individuals and outside contractors.

1.5.1

Proposals for which no contract is initiated

Disposition Authority Number DAA-0286-2013-0010-0005

Unsuccessful proposals where the contract was not initiated or cancelled.

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 NC1-286-83-16/5/b/2

Disposition Instruction

Cutoff Instruction Cutoff file at close of fiscal year in which proposal was rejected.

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

1.6

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Technical Papers (Published/Unpublished)

Disposition Authority Number DAA-0286-2013-0010-0006

These are scientific, technical, academic and professional journals and reports containing state of the art information pertinent to the programs funded by Africa Bureau. These papers should be reviewed annually; those that are no longer current should be discarded, not retired.

Fiscal 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 MC1-286-83-16/6

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy when no longer needed

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