

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0011
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 of Policy, Planning and Learning (PPL)
Minor Subdivision: Office of Science and Technology (PPL/ST)
Schedule Subject: Office of Science and Technology – Part 1
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	21

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0286-2013-0011

Sequence Number	
1	General Policy, Plans, and Programs Master Set
1.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0001
1.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0002
2	Narrative and Statistical Reports
2.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0003
2.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0004
2.3	Non USAID Materials Disposition Authority Number: DAA-0286-2013-0011-0005
3	Organizations, Committees, and Meetings
3.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0006
3.2	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0007
3.3	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0008
4	Research
4.1	Case Files Disposition Authority Number: DAA-0286-2013-0011-0009
4.2	General Correspondence Disposition Authority Number: DAA-0286-2013-0011-0010
5	Science and Engineering
5.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0011
5.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0012
5.3	General Correspondence
5.3.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0013
5.3.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0014

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6	National Science Policy
6.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0015
6.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0016
6.3	General Correspondence and Memoranda Disposition Authority Number: DAA-0286-2013-0011-0017
7	Scientific and Technical Information
7.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0018
7.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0019
8	Technology Transfer
8.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0011-0020
8.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0011-0021

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>General Policy, Plans, and Programs Master Set Current, as well as obsolete, formal policy and procedures issuances, such as orders, regulations, circulars, manuals, and other types of directives issued by the Office of Science and Technology. Correspondence, memoranda, reports, and studies relating to the formulation and approval of the scientific and technology programs and their coordination with the other AID programs. Include general policy material, strategy reviews, action plans for application of science and technology not filed under more specific subject file categories.</p>
1.1	<p>Headquarters Components</p> <p>Disposition Authority Number DAA-0286-2013-0011-0001</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation NN-174.000010/1a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually by fiscal year.</p> <p>Transfer to Inactive Storage Transfer to records management application.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown N/A</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown N/A</p>
1.2	<p>Field Offices and Missions</p> <p>Disposition Authority Number DAA-0286-2013-0011-0002</p>

Returned Without Action

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 NN-174-000010/1b
Disposition Instruction
Cutoff Instruction Cutoff annually by fiscal year.
Transfer to Inactive Storage Hold in office or records management application.
Retention Period Destroy immediately after termination of mission.

Additional Information

GAO Approval Not Required

Narrative and Statistical Reports

General science and technology reports and documents not filed under more specific subject headings. These documents and reports can include but are not limited to general research information to help further USAID's Grand Challenges for Development program. Include annual narrative and statistical reports.

Headquarter Components

Disposition Authority Number DAA-0286-2013-0011-0003

Final Disposition Permanent

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 NN-174-000010/2a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Transfer to Inactive Storage Transfer to records management application.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.

Returned Without Action

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2.1

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

2.2

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0011-0004

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 N/A-174-000010/2b

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.3

Non USAID Materials

Disposition Authority Number DAA-0286-2013-0011-0005

General science and technology reports and documents not filed under more specific subject headings that originate outside of USAID. Include annual narrative and statistical reports that originate outside of USAID.

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?

GRS or Superseded Authority Citation NN-174-000010/2b

Disposition Instruction

Cutoff Instruction Cutoff annually fiscal year.

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

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAC Approval Not Required

3 Organizations, Committees, and Meetings

General organizational items not filed under more specific file subjects. Include agenda and minutes of Office of Science and Technology staff meetings. Subdivide by name of organization or committee (e.g. White House Advisor, National Bureau of Standards, World Bank, etc.).

3.1

Headquarter Components

Disposition Authority Number DAA-0286-2013-0011-0006

If the Office of Science and Technology is involved.

Final Disposition Permanent

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 NN-174-000010/3a

Disposition Instruction

Cutoff Instruction

Cutoff annually by fiscal year.

Transfer to Inactive Storage Transfer to records management application.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

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3.2

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

Headquarter Components

Disposition Authority Number DAA-0286-2013-0011-0007

If the Office of Science and Technology is not involved.

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 NN-174-000010/3a

Disposition Instruction

Cutoff Instruction Cutoff annually fiscal year.

Transfer to Inactive Storage Transfer to the records management application.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3.3

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0011-0008

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 NN-174-000010/3b

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

Returned Without Action

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4.1

Transfer to Inactive Storage Hold in office or records management application.
Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Research

Case Files

Disposition Authority Number DAA-0286-2013-0011-0009

Case files created by USAID, containing scientific and technical research reports and related data.

Final Disposition Permanent

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 NM 174-000010/4a

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal

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

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

4.2

General Correspondence

Disposition Authority Number DAA-0286-2013-0011-0010

General correspondence, data and evaluative material on research centers and laboratories, both public or private. These facilities are not owned or operated by USAID.

Returned Without Action

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	NN-174-000010,/4b
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
5 Science and Engineering Studies, surveys, and analyses prepared by technical staff or offices, which have potential research value in scientific and engineering fields. Include subject policy, plans, and programs correspondence.	
5.1 Headquarter Components	
Disposition Authority Number	DAA-0286-2013-0011-0011
Final Disposition	Permanent
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	NN-174-000010/5a
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Transfer to records management application.
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.

Returned Without Action

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
N/A

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

5.2

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0011-0012

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 N/A-174-000010/5b

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

5.3

General Correspondence

General correspondence on science and engineering.

5.3.1

Headquarter Components

Disposition Authority Number DAA-0286-2013-0011-0013

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

	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	NN-174-000010/5a
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Transfer to the records management application.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.3.2	Field Offices and Missions	
	Disposition Authority Number	DAA-0286-2013-0011-0014
	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	NN-174-000010/5b
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6	National Science Policy	
	Studies and analyses of host country policy and programs for utilizing science and technology for country development. Include subject policy, plans, and programs correspondence.	
6.1	Headquarter Components	
	Disposition Authority Number	DAA-0286-2013-0011-0015
	Final Disposition	Permanent

Returned Without Action

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	NN-174-000010/6a
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Transfer to records management application.
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown N/A
How frequently will your agency transfer these records to the National Archives?	Unknown N/A
Field Offices and Missions	
Disposition Authority Number	DAA-0286-2013-0011-0016
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	NN-174-000010/6b
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy immediately after termination of mission.

Returned Without Action

6.2

6.3

Additional Information

GAO Approval Not Required

General Correspondence and Memoranda

Disposition Authority Number DAA-0286-2013-0011-0017

General correspondence and memoranda relating to host country, science and technology program.

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 NN-174-000010/6

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7

Scientific and Technical Information

Host country requirements for scientific information, data, reports, publications, information exchange; acquisition, processing and use of technical information, facilities and skills.

7.1

Headquarter Components

Disposition Authority Number DAA-0286-2013-0011-0018

Final Disposition Permanent

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 NN-174-000010/7a

	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Transfer to records management application.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks when most recent record is 10 years old.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown N/A
	How frequently will your agency transfer these records to the National Archives?	Unknown N/A
7.2	Field Offices and Missions	
	Disposition Authority Number	DAA-0286-2013-0011-0019
	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	NN-174-000010/6
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually by fiscal year.
	Transfer to Inactive Storage	Hold in office or records management application.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
8	Technology Transfer	
	Materials on assistance to host countries in adopting modern technologies, when it cannot be filed under a specific technical assistance category.	
8.1	Headquarter Components	
	Disposition Authority Number	DAA-0286-2013-0011-0020

Returned Without Action

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	NN-174-000010/8a
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Transfer to the records management application.
Retention Period	Destroy 20 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Field Offices and Mission	
Disposition Authority Number	DAA-0286-2013-0011-0021
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	NN-174-000010/8b
Disposition Instruction	
Cutoff Instruction	Cutoff annually by fiscal year.
Transfer to Inactive Storage	Hold in office or records management application.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

8.2

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

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