

Request for Records Disposition Authority

Records Schedule Number: DAA-0286-2013-0012
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 2
Internal agency concurrences will be provided

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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		23

GAO Approval

Returned Without Action

4.3	Disposition Authority Number: DAA-0286-2013-0012-0015 General Correspondence Disposition Authority Number: DAA-0286-2013-0012-0016
5	Housing Technology
5.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0012-0017
5.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0012-0018
5.3	General Correspondence Disposition Authority Number: DAA-0286-2013-0012-0019
6	Computer Technology
6.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0012-0020
6.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0012-0021
7	Communications Technology
7.1	Headquarter Components Disposition Authority Number: DAA-0286-2013-0012-0022
7.2	Field Offices and Missions Disposition Authority Number: DAA-0286-2013-0012-0023

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Natural Resources Studies and evaluative materials, created by USAID, on management, development and utilization of host country natural resources, including water, land, minerals, etc. Renewable and non-renewable resources.</p>
1.1	<p>Headquarter Components</p> <p>Disposition Authority Number: DAA-0286-2013-0012-0001</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Item Status: Withdrawn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GRS or Superseded Authority Citation: NN-174-000010/9a</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-0286-2013-0012-0002</p> <p>Final Disposition: Temporary</p> <p>Item Status: Withdrawn</p>

Returned Without Action

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-174-000010/9b

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

1.3 **General Correspondence and Memoranda**

Disposition Authority Number DAA-0286-2013-0012-0003

General correspondence and memoranda of a general nature on host country's natural resources.

Final Disposition Temporary

Item Status Withdraw

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-174-000010/9b

Disposition Instruction

Cutoff Instruction Cutoff annually fiscal year.

Transfer to Inactive Storage Transfer to the records management application.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.4 **Assessments and Surveys**

Disposition Authority Number DAA-0286-2013-0012-0004

Collection and appraisal of resource data; survey techniques.

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-174-000010/9-1
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

1.5

Resource Management Studies and evaluative materials that document measures used to promote control, development and systematic management of resources; legal measures; conservation of resources.

1.5.1

Headquarter Components

Disposition Authority Number DAA-0286-2013-0012-0005

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-174-000010/9-2a
Disposition Instruction	
Cutoff Instruction	Cutoff annually fiscal year.
Transfer to Inactive Storage	Transfer to the records management application.
Retention Period	Destroy 10 year(s) after cutoff.
Additional Information	

Returned Without Action

1.5.2

GAO Approval Not Required

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0012-0006

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-174-000010/9-2b

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

1.6

Resource Utilization

Disposition Authority Number DAA-0286-2013-0012-0007

Communications and studies, created by USAID, in resource utilization to further economic development. Communication methods may vary, depending on the technology available, and are limited to USAID personnel and authorized users.

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-174-000010/9-3

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.

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

Returned Without Action

2

2.1

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Marine Science and Fisheries

Headquarter Components

Disposition Authority Number DAA-0286-2013-0012-0008

Policy, plans, and programs documentation.

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?

GRS or Superseded Authority Citation NN-174-000010/10

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

2.2

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0012-0009

Policy, plans, and programs documentation.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Returned Without Action

2.3

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-174-000010/10

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

General Correspondence

Disposition Authority Number DAA-0286-2013-0012-0010

Correspondence, memoranda, reports, studies, and data on marine science and fisheries.

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-174-000010/10

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

Forest Technology

Headquarter Components

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

Policy, plans, and programs documentation.

3.1

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-174-000010/11
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

3.2

Field Offices and Missions

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

Policy, plans, and programs documentation.

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-174-000010/11

Disposition Instruction

Cutoff Instruction Cutoff annually by fiscal year.
Transfer to Inactive Storage Hold in office or records management application.

Returned Without Action

3.3	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	General Correspondence	
	Disposition Authority Number	DAA-0286-2013-0012-0013
	Correspondence, memoranda, reports, studies, and data on host country programs for more effective management and use of forestry resources.	
	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-174-000010/11
	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	
Public Works Technology		
Headquarter Components		
Disposition Authority Number	DAA-0286-2013-0012-0014	
Policy, plans, and programs documentation.		
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-174-000010/12	

Returned Without Action

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

4.2

Field Offices and Missions

Disposition Authority Number DAA-0286-2013-0012-0015

Policy, plans, and programs documentation.

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-174-000010/12

Disposition Instruction

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

4.3

General Correspondence

Disposition Authority Number DAA-0286-2013-0012-0016

Correspondence, memoranda, reports, studies, and data on assistance in reducing building and construction materials.

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-174-000010/12
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
Housing Technology	
Headquarter Components	
Disposition Authority Number	DAA-0286-2013-0012-0017
Policy, plans, and programs documentation.	
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-174-000010/13
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	

Returned Without Action

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5.1

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-0286-2013-0012-0018

Policy, plans, and programs documentation.

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 GN-174-000010/13

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

Disposition Authority Number DAA-0286-2013-0012-0019

Correspondence, memoranda, reports, studies, and data on innovative approaches to reducing costs, improving performance, and utilizing local materials and labor in the construction of housing and related community buildings in developing countries.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

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

GRS or Superseded Authority Citation NN-174-000010/13

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

GRS Approval Not Required

Computer Technology

Reports, correspondence and surveys on applications of computer technology to host country development needs, computer data processing systems; investment, manpower and training requirements.

Headquarter Components

Disposition Authority Number DAA-0286-2013-0012-0020

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-174-000010/14a

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

Returned Without Action

6.2

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

Field Offices and Missions

Disposition Authority Number **DAA-0286-2013-0012-0021**

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-174-000010/14b**

Disposition Instructions

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**

7

Communications Technology

Reports and studies on low-cost telecommunications requirements; radio and television systems; educational applications; communications satellites.

7.1

Headquarter Components

Disposition Authority Number **DAA-0286-2013-0012-0022**

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-174-000010/15a**

Returned Without Action

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 records to the National Archives?

Unknown
N/A

7.2

Field Offices and Missions

Disposition Authority Number

DAA-0286-2013-0012-0023

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-174-000010/15b

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

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

Returned Without Action