

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0286-2017-0001**

Schedule Status                      **Approved**

Agency or Establishment              **Agency for International Development**

Record Group / Scheduling Group      **Records of the Agency for International Development**

Records Schedule applies to              **Agency-wide**

Schedule Subject                      **Partner Vetting System (PVS)**

Internal agency concurrences will be provided      **No**

**Background Information**

In accordance with relevant legal authorities, the Partner Vetting System (PVS) facilitates the collection, management, and screening of information from prospective or actual awardees under USAID acquisition and assistance awards in order to mitigate the risk that federal funds or other resources could inadvertently benefit individuals or entities that are terrorists, supporters of terrorists or affiliated with terrorists, or otherwise represent a risk to national security.

Prospective or actual awardees under USAID acquisition and assistance awards are requested to submit USAID form AID 500-13, either in hard copy or by secure portal. Information collected on AID 500-13 is entered into PVS by USAID employees. Analysts use the information in PVS to vet applicants using a number of databases. With regard to organizations, AID 500-13 is used to collect information on "key individuals," a defined term that includes, but is not limited to, the principal officers and other specified employees of organizations seeking funding under acquisition and assistance awards. With regard to individuals, AID 500-13 is used to collect information on those who are applying directly for awards on their own behalf.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0286-2017-0001

Sequence Number	
1	<b>Partner Vetting System (PVS)</b>
1.1	<b>1.1 Ineligible - No Award Granted</b> Disposition Authority Number: DAA-0286-2017-0001-0001
1.2	<b>1.2 Eligible - No Award Granted</b> Disposition Authority Number: DAA-0286-2017-0001-0002
1.3	<b>1.3 Eligible - Award Granted</b> Disposition Authority Number: DAA-0286-2017-0001-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Partner Vetting System (PVS)</b> a) Master Files: The system contains entries for: individuals who are "key individuals," a defined term that includes, but is not limited to, the principal officers and other specified employees of organizations that apply for, or are awardees under, USAID acquisition and assistance awards; individuals who apply for acquisition and assistance awards; individuals or organizations who attempt to obtain other USAID benefits. Categories of records include: Full name, date and place of birth, government issued identification information, mailing address, telephone and fax numbers, email address, country of origin and/or nationality, citizenship, gender, and employment information.</p>
1.1	<p><b>1.1 Ineligible - No Award Granted</b></p> <p>Disposition Authority Number      DAA-0286-2017-0001-0001</p> <p>Records of individuals, organizations or businesses not cleared during the vetting process and not granted an award.(derogatory)</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff when eligibility decision has been made.</p> <p>Retention Period                        Delete/Destroy six years after determination/decision has been made.</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>
1.2	<p><b>1.2 Eligible - No Award Granted</b></p> <p>Disposition Authority Number      DAA-0286-2017-0001-0002</p> <p>Records of individuals, organizations, or businesses cleared during the vetting process but not granted an award. (non-derogatory)</p>

	Final Disposition	Temporary
	Item Status	Active
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff when eligibility decision has been made.
	Retention Period	Delete/Destroy six years after final determination/decision has been made.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.3	<b>1.3 Eligible - Award Granted</b>	
	Disposition Authority Number	DAA-0286-2017-0001-0003
	<b>Records of individuals, organizations or businesses cleared during the vetting process and granted an award. (non-derogatory)</b>	
	Final Disposition	Temporary
	Item Status	Active
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff after period of performance end date.
	Retention Period	Delete/Destroy 6 years after period of performance end date.
	<b>Additional Information</b>	
	GAO Approval	Not Required

## 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
06/30/2017	Certify	Lynn Winston	Agency Records Officer	USAID - USAID
07/05/2017	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/20/2017	Submit For Certification	Ari Hairston	Senior IT Specialist	Management - Information and Records Division
07/21/2017	Certify	Lynn Winston	Agency Records Officer	USAID - USAID
09/18/2017	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist