

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-286-09-2</i>	DATE RECEIVED <i>2/23/09</i>
1 FROM (Agency or establishment) United States Agency For International Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Global Health			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Gloria Steele (System Owner), Wyman Stone (Contact)	5 TELEPHONE 202 712 5605	DATE <i>10-30-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>1/23/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>J. M. Carter</i>	TITLE <i>Chief Information AND Records Division</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	USAID Field Support System (FS-AID) and Working Capital Fund Tracking System (WCF-TS) See attached text.	N/A	

USAID Field Support System (FS-AID) and Working Capital Fund Tracking System (WCF-TS)

The FS-AID and WCF-TS are two modules of a single data management system that share common tables and functions while performing related but distinct tasks. FS-AID allows Agency Missions, Regional Bureaus, and Pillar Bureaus to plan, coordinate, and track Missions' funds that are provided to centrally managed, Pillar Bureau contracts, agreements, and grants in Washington, D.C. WCF-TS tracks select HIV/AIDS funding from the Office of the U.S. Global AIDS Coordinator (OGAC) that is managed by the Global Health Bureau on behalf of the Global Health Bureau, PEPFAR (President's Emergency Plan for AIDS Relief), and Missions in Africa, Asia, and Latin America.

a. System Data:

FS-AID consists of electronic files and records, which track funding that Missions elect to place into Pillar Bureau-managed contracts, agreements and grants in Washington, D.C.

WCF-TS consist of electronic files and records that track specific HIV/AIDS funding for selected countries in Africa, Asia, and Latin America.

Disposition:

Delete/destroy record 6 years after the Agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

~~b. System Input:~~

~~FS-AID planning data are entered by Mission Program Offices around the world, and coordinated with all key users in Washington, D.C. Regional Bureaus generate commitments in the Agency accounting system from data maintained in FS-AID WCF-TS data are entered in Washington, D.C. by Global Bureau managers.~~

~~**Disposition:**~~

~~Delete/destroy 6 years Agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.~~

GRS 20, item 2 b.

~~c. System Output~~

~~FS-AID and WCF-TS provide a variety of formatted reports, ad hoc queries, and an export capability for tailored information.~~

~~**Disposition:**~~

~~Destroy all hard copy reports or electronic files containing report, queries or exported information 5 years after they are no longer needed.~~

GRS 20, item 1b

d
System Documentation:

FS-AID and WCF-TS are fully documented, USAID standard applications. Both applications share some common tables and functionality. A complete set of electronic, technical documentation is available upon request and the latest version will be provided for each request.

Disposition:

Destroy/erase 1 year after the system is superseded or it becomes obsolete.

GRS 20, item 11a.