

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-286-86-3	DATE RECEIVED 5-5-86
1. FROM <i>(Agency or establishment)</i> Agency for International Development (AID)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Robert E. Gibson	5. TELEPHONE EXT. 235-2113		
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 4/30/86	C. SIGNATURE OF AGENCY REPRESENTATIVE  Barbara J. Felton	D. TITLE Agency Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	The attached listing contains standards for the retention of data or information on AID activities in electronic form, whether it is processed on equipment in information and resources management (IRM) or on equipment such as personal computers, etc., located in the various offices and bureaus. Disposal or destruction data in this form is accomplished by erasure or deletion and the continued reuse of the electronic media after the data is erased or deleted, i.e., destroyed.		

Section XXI. Machine Readable Records

This section contains standards for the retention of data or information on AID activities in electronic form whether it is processed on equipment in Information and Resources Management (IRM) or on equipment, such as personal computers, etc., located in the various Offices and Bureaus.

Disposal or destruction of data in this form is accomplished by erasure or deletion and the continued reuse of the electronic media (tape, floppy discs, etc.) after the data is erased or deleted, i.e., destroyed.

Part 1.A. of this Section of the AID Schedule provides descriptions and retention standards for Master Files for administrative (housekeeping) data systems and other systems which are common to several or more AID Offices and Bureaus. Part 1.B. through I of the Section groups by the name of the organization other Master Files that are unique or "uncommon". Part 2., Processing Files, contains disposition instructions for Processing Files which comprise the life cycle of computerized records prior to the production of a given master file. Part 3., Documentation Files, covers those records required for servicing machine readable records for converting them from human-readable information to encoded data and vice verse.

ITEM NO. DESCRIPTION OF RECORDS

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Part 1. Master Files

A. Systems Common To Several Or More Offices

1. Housekeeping File

This file includes data processed on systems maintained by operating offices pertaining to administrative house-keeping processes rather than the function for which the office exists, such as travel, personnel, procurement, fiscal accountability, etc.

Destroy when 1 yr. old or when no longer needed, whichever is sooner. The record copy is maintained in hard copy form. Destroy when 2 yrs. old. 01010 GRS 23-1

2. Operational Year Budget (OYB) System File

This file contains budgetary data to enable the office to monitor approved project and other funding activity during the operational year and produce required periodic reports.

Destroy 3 years yrs. old.

3. Case Tracking and/or Implementation Systems File

These systems contain data on the management and implementation of assistance projects and other specific AID case activity such as contracts, grants, audits, participant training, individual personnel security, etc. The systems provide the capability of producing status and other required reports.

Destroy when it has been determined that the purpose has been served. The record copy is maintained in hard copy form.

- Projects: Permanent
01190
- Personnel Security: 5
yrs. 19020 GRS 18/23
- Contracts: 6 yrs., 3
months 18030 GRS 3/4a,
or 3 yrs. 18040
- Grants: 6 yrs. after
termination 04010
- Participant Training:
5 yrs. 10260
- Audit Reports File: 6
yrs. 19120 GRS 25-4

4. Client/Institutional Reference Files

These are systems which contain information on individuals, companies and institutions to provide AID office with data (capabilities, experience levels of interest, etc.) that is useful in the conduct of the Agency's business. Included are systems which contain address and mailing lists, list of contractors, etc.

Maintain data on a current basis deleting information that is superseded, obsolete or is no longer needed.

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5. Participant Training Management System (PTS)

This system is used to provide data on the AID funded participant training program. The system includes the information on direct AID programs, and on third country training of participants outside the U.S.

Destroy when it has been determined that the information is no longer needed.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
B.	<u>Equal Opportunity Program Files</u>	
1.	This system maintains the minority classification of each AID employee. This data, combined with employee data from the automated personnel system (RAMPS), is used to produce minority information required by EOP and Agency management. A series of standard reports are produced which provide: the current status of employees by sex and minority classification, by location, by occupation, or by age group; a comparative analysis of change in sex and minority patterns; and, current percentage relationships of sex and minority employment.	Destroy when no longer needed but in no case retain longer than 75 years after birthdate of employee.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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C. Financial Management Files

1. Accounts Receivable System

This system records basic data from all bills for collection and collection notices issued worldwide, arising from refund and reimbursement activity, excluding loan payments. It provides aging analysis on outstanding bills and summary data for posting to the Accounts Receivable General Ledger accounts.

Destroy when 1 year ✓
old. The record copy
is maintained in hard
copy form.
6 yrs., 3 months after
final payment 15470

2. Allotment Accounting System

This system records allotments, obligations, advice of charge and disbursements for AID/Washington funded activities. Provides control over accounting transactions processed by AID/Washington in accordance with legal requirements of the Anti-Deficiency Act and accounting standards of the Government Accounting Office. Produces monthly Trial Balance, Allotment Ledger and Project Ledger Reports, and feeds summary information into the General Ledger.

Destroy when 1 year ✓
old. The record copy
is maintained in hard
copy form.
6 yrs., 3 months after
period covered by account
15010

3. Cash Journal System

This system records cash receipts and disbursements processed for AID by U.S. Treasury Disbursing Office in Washington, New York, and through the Federal Reserve Letter of Credit Procedure. Monthly transactions are reconciled with the U.S. Treasury and Allotment Ledger Accounts. Monthly Statements of Transactions (SF-224) are prepared for the U.S. Treasury for New York, Washington, and Federal Reserve Letter of Credit transactions in accord with Treasury Fiscal Requirements.

Destroy when 1 year ✓
old. The record copy
is maintained in hard
copy form.
6 yrs., 3 months after
period covered by account
15010

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<p><u>Commodity Pipeline System</u></p> <p>This system maintains importer and commodity files and produces two reports, the Supplier and Importer listing and a Semi-annual Source Supplier Report produced by State of Production, large business, small business and unclassified business.</p>	<p>Maintain current file with necessary update every 6 months.</p>
5.	<p><u>Country Financial Reporting System (CFR)</u></p> <p>This system reports the financial status for AID/W and USAID (overseas) allotments, obligations, and disbursement activities of funds provided for the Agency's Foreign Assistance program. System reports are designed to show the financial activity pertaining to each recipient country, in summary form.</p>	<p>Destroy when 1 year old. The record copy is maintained in hard copy form. Destroy 3 yrs. after cut off 05020</p>
6.	<p><u>Full Time Equivalency System (FTE)</u></p> <p>This system provides an automated means for the Agency to report its full time equivalency work years to OMB and OPM. OPM monitors the FTE from agencies each month. OMB uses the FTE as part of the budget formulation process. FTE information is obtained biweekly from the payroll systems and monthly from the overseas missions via cable. Reports generated monthly are: 1) Report of Full-time Equivalent/Work-year Civilian Employment (SF-113G) and 2) Internal reports by Bureau, Office and Division.</p>	<p>Destroy when 5 years old.</p>
7.	<p><u>Funds Control System</u></p> <p>This system maintains data on the availability and allotment of funds for Agency appropriation accounts, and the data to determine status of Operational Year Budget to which allotments are matched for fund availability and conformity.</p>	<p>Destroy when 3 years old.</p>

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<u>General Ledger Accounting and Reporting System (GLARS)</u> This system maintains the accounting and reporting status of all general ledger loan accounts under the jurisdiction of the Agency.	Destroy when 6 years old.
9.	<u>Host Country Reporting System</u> This system provides summary and detailed information pertaining to those country contracts and sub-contracts over \$100,000 with U.S. firms. This information is embodied in reports which can be produced on-demand or as scheduled.	Destroy when 6 years old.
10.	<u>Letter of Credit Support System (LOCSS)</u> This system provides the ability to enter and monitor activity related to letters of credit issued by the agency worldwide. All letter of credit drawdown and expenditures activity which affects management decisions is collected via interactive panels and presented through on-line display or hardcopy reports.	Destroy when 6 years old.
11.	<u>Loan Accounting and Information System (LAIS)</u> This system maintains a data base of accounting and implementation information for each loan authorized. Monetary data such as disbursements, deobligations, interest payments, and principal collections are maintained in summary and detail.	Destroy when 6 years old.
12.	<u>Management Operating Expenses Budget System (MOB)</u> This system provides the Functional and Object Class Schedules for each AID organization responsible for	Destroy when 5 years old.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
16.	<u>Payroll Cost Accounting System</u> This system summarizes payroll data taken from the payroll system into accounting data used by AID office and USAIDs. The system also interfaces with the Allotment Accounting System to consolidate data necessary for the Agency's monthly Flash Report of Allotments and obligations.	Destroy when 1 year ✓ old. The record copy is maintained in hard copy form. Destroy 6 yrs., 3 months after close of fiscal year 15180 GRS 7/2 15190 GRS 7/3
17.	<u>Permanent Storage Accounting System</u> This system provides data on storage of household effects of employees, gathered to allow central accounting control of and prompt payment for these services.	Destroy when 6 years old.
18.	<u>Project Accounting Information System (PAIS)</u> This system provides quarterly reporting of all dollars and U.S. owned local currency obligated and expended for all AID funded projects. It also maintains projections for U.S. dollar obligations and expenditures for use in monitoring financial progress (planned vs. actual).	Destroy data when no longer needed.
19.	<u>Program Assistance System</u> This system records obligations, disbursing authorizations and expenditure data for Program Assistance (non project) activities, and provides reports to the Controller, the mission, bureaus and country governments.	Destroy 2 years after program completion date.
20.	<u>Travel Advance Accounting System</u> This system maintains information on the issuance of travel advances, collection of recoveries for advances issued, and generates documents necessary for collection of delinquent balances. The system maintains	Destroy when 6 years old.

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20. (continued)
sufficient data to provide an audit trail of up to a maximum of twenty advance and forty recovery documents by document date and number. The system produces notices to traveller/supervisors of past due balances or payroll deduction requests, as appropriate, as well as detail and summary reports of travel advance information.

21. U101 System

This system processes a monthly Summary of Allotment Ledger Transactions and Reconciliation with Disbursing Officer's Account which covers U.S. dollar funds allotted to missions. It provides basic information for General Ledger appropriation and the preparation of Agency-wide monthly reports which set forth the accomplishments of the mission in financial terms.

Destroy when 1 year ✓
old. The record copy
is maintained in hard
copy form.
Destroy 6 yrs., 3 months
after close of fiscal year
15190 GRS 7/3

22. Zero Balance File

This system accumulates and connects transactions (schdeules, vouchers, and supporting documents) daily which are used to produce accounting and statistical reports of annual appropriations in other commodities subsystems.

Destroy when 3 years
old.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	D. <u>Food for Peace and Voluntary Assistance Files</u>	
1.	<u>Dairy Commodity Distribution System</u> This system assists the Office of Food for Peace and the Office of Acquisition and Assistance Management in carrying out dairy commodity distribution (Section 416). The reports produced assist in the budgeting, procurement, booking, and shipping of the dairy commodities.	Destroy when 3 years old.
2.	<u>Food for Peace Title I System</u> This system maintains data on the concessional sale of agricultural commodities to countries, and allows the AID Office of Food for Peace to maintain current and accurate budget and approval data and to monitor the status of PL 480 Title I agreements and shipments.	Destroy when 3 years old.
3.	<u>Food for Peace Title II System</u> This system maintains price and volume data on surplus agricultural commodities destined for overseas distribution based on PL 480 Title II grants. The reports produced assist personnel of AID and the Department of Agriculture in the budgeting, programming, procurement, allocation, shipping, and distribution of over 300 million dollars worth of wheat, rice, corn, and other foodstuffs.	Destroy when 3 years old.
4.	<u>Ocean Freight Statistics System</u> This system maintains information on pounds shipped, and value and freight cost of each commodity allowed for shipping to a designated country by an individual PVO. The information is consolidated, validated, and disseminated and then used for the allocation of AID funds for the reimbursement of qualifying ocean freight costs.	Destroy when 3 years old.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Private Voluntary Organization System (PVO)</u>	Destroy when 2 years old.
	<p>This system provides a central data base for private voluntary organization activities from which annual reports can be made and provides a capability to respond to congressional <u>ad hoc</u> requests. The system provides the basis for information exchange and is used by the Agency to identify its programs through the voluntary agencies as required by F.A.A., as amended.</p>	

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
E. <u>Geographic Bureau's Files</u>		
1.	<u>SFWA Admin. (AFR/SWA - Status of Obligations) System</u>	Destroy when 1 year old.
	This system maintains information on OYB allotments and obligations for eight Sahelian countries and Guinea-Bissau totaling over \$100 million in Drought Allotment and Economic Support Funds. It also includes information on Congressional Notifications, Section 121 (d) requirements and actions required to achieve obligation of funds.	
2.	<u>AFR/ARD Functional Information System (FIS)</u>	Destroy when no longer needed for current work.
	This information system provides comprehensive quantitative data for bilateral and regional agricultural and rural development projects for the African Bureau.	
3.	<u>NBCCA Tracking System</u>	Permanent. Transfer to NARA with all related documentation when the system has been discontinued.
	The Kissinger Commission Tracking System (KCTS) tracks progress on implementing the 31 recommendations made by the National Bipartisan Commission on Central America (NBCCA). KCTS is divided into three distinct data bases: financial information, project outputs, and social and economic indicators. All data bases are on Lotus 1-2-3 spreadsheets.	
	The financial segment tracks project inputs in three forms: dollars, ESF-counterpart, and PL 480 generated local currency. This information is recorded by country program. Within each program, projects (including housing and trade guarantees and OPIC funded guarantees and projects) are divided according to the four broad goals of the Central American Initiative (CAI): 1) Financial Stabilization,	

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3. (continued)
2) Economic Transformation,
3) Spreading the Benefits
of Economic Growth Broadly,
and 4) Promote Democratic
Institutions and Processes.
Each line item, i.e., project
lists goal number, project
number, project title, funding
source, a primary and secondary
code for the NBCCA recommenda-
tion(s) it responds to, grant,
loan, or counterpart, and for
FYs 84 (Supplemental) - FY 89
dollars, ESF-generated local
currency, and PL 480-generated
local currency obligated. This
data feeds into three summary
charts: recommendations, funding
sources and goals.

Project outputs are recorded in
the same format as the Bureau's
Semi-Annual Report with an
addition of five Prominent
Indicators that are being tracked
across the region. Each program
is contained in a separate file
and information is divided by
project. Each project lists basic
project information (project number,
project title, start and completion
date) and major outputs. For each
output, the following information
is provided: applicable NBCCA code,
planned outputs (life-of-project,
cumulative this quarter, this quarter
and next quarter), accomplished
outputs (cumulative and this quarter).
The following common prominent
indicators are recorded by output
where applicable: land titles issued,
number of immunizations, ORT packages
dispersed, persons trained short term
in country, U.S. or third country,
persons trained long term.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	(continued) The third group of data is a set of 44 economic and social indicators for each of the Central American countries including Panama and Belize for the years 1960, 1970, 1975, 1980-85 (projected).	
4.	<u>ANE Waiver File</u> File consists of a record of Mission approved and issued procurement waivers.	Destroy when 5 years old.
5.	<u>ANE Environmental Activities Automated Data System (NVADS)</u> File consists of specific data from environmental related industry and government studies and reports for use by the environmental protection specialist in centralizing widely dispersed resource information.	Destroy when 5 years old.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	F. <u>Management Bureau Files</u>	
1.	<u>Bulk Cargo Analysis Program (BCAP)</u> This system records and monitors data generated through AID's Commodity Import Program and the Israeli Cash Transfer Program. BCAP serves as a tool for monitoring the division of tonnage and revenue between U.S. and foreign flag vessels.	Destroy when 3 years old.
2.	<u>Commodity Statistics</u> This system produces the semi-annual Program Assistance Commodity Analysis reports containing historical on the Agency's commodity activities. These reports are by agreement within country by commodity on a world-wide basis. There are also quarterly reports titled "Disbursement by Supplier", and "Disbursements by Commodity" used by the Office of Acquisition and Assistance Management. These reports are used for program planning and audit purposes.	Destroy when 3 years old.
3.	<u>Excess Property File</u> This system maintains and tracks the Section 608 inventory from acquisition to issue in a manner that facilitates the management and auditing of all equipment.	Destroy in accordance with disposition instructions contained in AID/W Schedule, <u>General Support Services Records.</u> Item 16260 i
4.	<u>Motor Vehicle Inventory System</u> This system assists in planning and control of the Agency's Motor Vehicle fleet. From data submitted by the missions, quarterly inventories are produced by country and region. An estimated depreciation schedule is also calculated.	Destroy in accordance with disposition instructions contained in AID/W Schedule, <u>General Support Services Records.</u> Item 16390 a

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	<p><u>Non-Expendable Property File</u></p> <p>This system was designed to provide an inventory of all AID personal property. It provides management with a tool to evaluate personal property requirements and costs against mission needs; equipment usage and turnover; and direction toward reducing inventory costs. It supplies the missions with: data which reduce the frequency of physical inventories; standardized reporting procedures; and periodic or <u>ad hoc</u> reports reflecting status of personal property worldwide.</p>	<p>Destroy in accordance with disposition instructions contained in AID/W Schedule, <u>General Support Services Records</u> Item I6240</p>
6.	<p><u>Ocean Transportation File</u></p> <p>This system provides two reports and an updated Ocean Transportation Balance Forward file. The reports lists commodities by a predesignated code totaling the commodities by tonnage and dollar values.</p>	<p>Destroy when 1 year ✓ old. The record copy is maintained in hard copy form. Destroy 5 yrs. after file is closed. 04030</p>
7.	<p><u>Revised Automated Manpower and Personnel System (RAMPS)</u></p> <p>This system provides information in the specific areas of position and ceiling management, staffing patterns, employee evaluation, promotions, assignments, training and Merit Pay. All notifications of personnel action (SF-50's) are produced by RAMPS. A civilian personnel data file is also created for the Office of Personnel Management.</p>	<p>Destroy when no longer needed but in no case should it be retained longer than 75 years after the birthdate of the employee.</p>

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
G. <u>Program and Policy Coordination Files</u>		
1. <u>Country Program Data Bank System (CPDB)</u>	<p>This system provides a readily accessible central source for planning and budgeting information on all Agency project activities. It also facilitates monitoring the processing of new projects by responsible AID/W offices and preparation of budget documents. At the project level, the system includes all new and on-going Agency funded project activities proposed by field missions and by AID/W offices, from the project identification document stage through project review and approval, and authorization of funding.</p>	<p>Destroy when 3 years old.</p>
2. <u>Development Information System (DIS)</u>	<p>This system is used to provide AID project designers with information on development of projects and programs, technical data specifying the state-of-the-art in project-related technologies, and bibliographic material to be used in analyzing project oriented problems. System contains summaries of all Project Papers, Evaluation Reports, and Contractor Reports on development assistance projects since 1974.</p>	<p>Permanent. Transfer a copy of the system with pertinent documentation to NARA in 1988. Transfer updates of system every five years thereafter.</p>
3. <u>Economic & Social Data Base System (ESDB)</u>	<p>This system maintains economic and social data relevant to the Agency's design, evaluation and monitoring activities in less developed countries from which country profiles are provided. The data provides a central repository for use in statistical analysis and studies aimed at identifying opportunities for development programs, designing development projects and evaluating the results of the projects.</p>	

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	(continued)	
	a. <u>Ad Hoc Reports</u>	
	(1) Electronic Format.	Permanent. Transfer to NARA with related documentation on an annual basis.
	(2) Other Formats.	See Item 01390 of the AID Headquarters schedule for disposition instructions.
	b. <u>Active Data Base</u>	Delete data when superseded by new data. Destroy when data base becomes inactive.
4.	<u>Loan/Grant System (LGS)</u>	
	This system facilitates the storage, retrieval and reporting of historical loan/grant data compiled by the U.S. Government and by international organizations. Tables with summarized loan/grant information are produced by the LGS for inclusion in reports required by AID and Congressional Committees concerned with foreign aid. The reports are: Annexes to the Congressional Presentation (CP), "U.S. Overseas Loans and Grants and Assistance from Other International Organizations" reports and "U.S. Overseas Loans and Grants - Obligations and Loan Authorizations" report. The latter two are informally referred to respectively as the Greenbook and the Modified Greenbook (Greenbook by Year).	Destroy when purpose has been served. The record copy is maintained in hard copy form. Permanent 01130 ✓
5.	<u>PPC Operational Year Budget System</u>	
	PPC/PB continuously monitors the Agency-wide Operational Year Budget (OYB) through an interactive data entry and retrieval system. The OYB is maintained at a relatively high summary	Destroy when 1 year old. The record copy is maintained in hard copy form. Permanent 01160 ✓

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	(continued) level, i.e.; Funding Source within country. Throughout the fiscal year, data in the form of Congressional Notification is entered from and reconciled with source documents from the Central and Regional Bureaus. The results are then relayed to an OMB computer system.	
6.	<u>Program Budget Data System (PBDS)</u> This system collects data in Zero Base Budget format from the Annual Budget Submissions by project, appropriation, level priority ranking and decision package. It assists PPC and the bureaus in analysis, manipulation and final presentation to OMB and the Congress.	Destroy when 3 years old.
7.	<u>Program Data Analysis Control File (PDAC)</u> This system provides PPC/PB with the capability to maintain country and account control levels for the Congressional Presentation and other Congressional reports. The system contains financial data maintained in summary levels for AID/W and mission allotment, obligations and disbursements.	Destroy when 1 year ✓ old. The record copy is maintained in hard copy form. Destroy 5 yrs. after cut off 01140

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	H. <u>Science and Technology Files</u>	
1.	<u>AID Health Information System</u> The data identified for all AID health projects since 1975 includes region, title, project number, beginning and end funding years, funding data for past, current and projected funding obligations by years: identification of implementing U.S. and/or host country agent and a variety of activity and purpose codes: evaluation information; and identification of other donor organizations. Relevant project data on training, commodities and technical assistance personnel is included as information is available.	Permanent. Transfer a copy of the system with related documentation to NARA in 1988. Transfer updates every five years thereafter.
2.	<u>Population Projects Database (PPD)</u> Database includes information on all population assistance projects: funding figures, descriptive information about the objectives of the program, the program's goals and special concerns, host country identification, project and contractor identification and end of project assessment. The data base is updated periodically by the Population Information Program at Johns Hopkins University, Baltimore. Database is updated on a continuous basis.	Permanent. Transfer a copy of the system with related documentation to NARA in 1988. Transfer updates every five years thereafter.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
I. <u>U.S. Foreign Disaster Assistance (OFDA) Files</u>		
1. <u>Preparedness Tracking File</u>	<p>This system provides a record of OFDA-sponsored disaster preparedness activities. The information recorded contains a project title, type of activity (e.g., grant, inter-agency agreement, technical assistance, or mission allotment), fiscal year(s) of project, total cost figure, dates of project, geographic region, location of preparedness activity, benefiting country(s), and contract number. In addition to these fields, project abstracts provide more detailed information on project objectives and goals, cost breakdown, OFDA project officer, available reports, and source of data. Data can be retrieved by any of the above-mentioned fields to generate preparedness activity reports by type of activity, geographic region, country, OFDA project officer, location of an activity and fiscal year(s).</p>	<p>Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.</p>
2. <u>Disaster History File</u>	<p>The OFDA Disaster History file includes all declared disasters since OFDA began operations in 1964 and other major disasters since 1900. The history is updated quarterly to keep the file current.</p> <p>The page format for the history file includes columns for the disaster number, the strike and declaration dates, the number killed, the number affected, the number homeless, and the dollar damage. The history was reformat- ted in 1985 to include a comments field. This permits the inclusion of descriptive notes on each disaster, information which could not otherwise be incorporated in a statistical table.</p>	<p>Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.</p>

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The history data can be sorted by country, region, fiscal year, declaration date, and disaster type. In addition, selective sorts can retrieve such specialized information as: any disaster in which more than 1,000 people were killed; all hurricanes which occurred between October and November in the Caribbean; floods in Andean countries which affected 500 people or more.

3. Summary Tables File

The Tables are a summary of the financial data included in the disaster case reports and as such are a concise and handy record of the financial assistance provided by the Federal Government, U.S. voluntary agencies, and the international community in all OFDA-declared disasters. When the dollar value of self-help is known, that is also included. The USG assistance is broken down by IDA funds, other Federal assistance, and P.L. 480 contributions.

Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.

The Summary Tables are updated annually to record AID and other disaster assistance for the fiscal year just ended. The data can be used to show assistance by country, by region, and by disaster type, as well as by fiscal year for the period 1964-1984. The data can also be displayed in graph format.

4. Commodity/Service File

The Commodity/Service file is a record of all commodities or services the United States Government has provided for disaster relief. Entries include everything from tents and water purification units to technical assistance and PVO grants. Each record

Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.

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4. (continued)
includes the fiscal year, disaster type, commodity/service, agency the commodities or services were provided through (e.g., the local Red Cross), quantity and unit, cost, location of procurement (e.g., Leghorn stockpile) and comments. The data can be sorted by any of these fields to answer a number of questions on OFDA assistance. This information can also be generated and displayed in graph format for use in Congressional Qs & As, cost comparisons, and studies of trends in OFDA response.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Part 2. Processing Files</u>		
1.	<u>Work File</u> New media, or media not included in a library control system, or files whose retention dates have expired which are used by computer operators to facilitate the processing of a specific job and/or system run.	Available for immediate use or reuse.
2.	<u>Test File</u> Data used in testing a system which are routine or benchmark data sets constructed or used for the purpose of testing.	Destroy when no longer needed.
3.	<u>Input/Source File</u> Data abstracted from input/source documents or other media and entered into the system for each update cycle, that is:	
	a. Converted to magnetic media	Destroy after verification of data on related magnetic media.
	b. Used for updating and required to support reconstruction of a master file	Destroy after three or more update cycles.
	c. Not used as input to a file and not required to reconstruct a master file	Destroy when no longer needed.
	d. Retained by ADP operational elements as back-up to magnetic media.	Destroy when no longer needed.
	e. Officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document	Dispose of in accordance with instructions applicable to the hard copy.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Input/Source File</u> Data created by another agency. a. Files that the creating agency routinely made available to other agencies or to the public. b. The result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the the receiving agency.	Dispose of as reference material. Destroy in accordance with receiving agency's instructions.
5.	<u>Intermediate Input/Output File</u> Data that is manipulated, sorted and/or moved from one run to a subsequent run which are used in the process of creating or updating a master file.	Destroy after master file has been proven satisfactory.
6.	<u>Valid Transaction File</u> Data used with a master file for creation of an updated master file, that is: a. Used for independent analysis. b. Not used for independent analysis.	Destroy when no longer needed. Destroy after three or more update cycles.
7.	<u>Audit Trail File</u> "Statistical" data generated during the creation of a master file which are used to validate a master file during a processing cycle.	Dispose of in accordance with instructions for each appropriate cycle of the master file.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Part 3. Documentation</u>		
1.	<u>Data Systems Specifications</u>	
	Documents containing definition of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives which are for a disapproved proposed system, that are:	Destroy one year after final action.
	a. For an approved system for which all related magnetic data files are authorized for disposal.	Destroy one year after discontinuance of the system.
	b. For an approved system for which any related magnetic data file is not authorized for disposal.	Retain with related data file.
2.	<u>System Test Documentation</u>	
	Descriptive material including test plans and test analysis reports:	
	a. For an approved system.	Destroy one year after completion of testing.
	b. For a disapproved proposed system.	Destroy when no longer needed.
3.	<u>File Specifications</u>	
	Definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of all codes used; cross-reference code manual; security and privacy restrictions; and validity characteristics; update and access conditions; recording medium and volume; sample copy of each input/source document, that are:	

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	For a system for which all related magnetic data files are authorized for disposal.	Destroy with related data file.
b.	For a system for which related magnetic data file is not authorized for disposal.	Retain with related data file.
4.	<u>User Guides</u> Information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of results which are handbooks, guides to data availability, and procedures for querying files.	Retain with data systems specifications.
5.	<u>Output Specifications</u> Detailed descriptions of products of the system that are to be used outside the computer center which are listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions, and disposition of output.	Retain with related data file.
6.	<u>Reports</u> Printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed.	Retain one copy with related file specifications.
7.	<u>Information Retrieval</u> Series of machine instructions designed to retrieve information from specific data systems.	

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	General-purpose programs.	Destroy when no longer needed.
b.	Special-purpose programs for data files for which disposal is authorized.	Destroy with related data file.
c.	Special-purpose programs for data files for which disposal is not authorized.	Retain with related data file.