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| 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 | 11-286-99-1 |
| 1. FROM (Agency or establishment) U.S. Agency for International Development | | DATE RECEIVED | 10-19-98 |
| 2. MAJOR SUBDIVISION Bureau for Administrative Services | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Information and Records Division | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Dan Cassidy, ES Mary Brock, ES | 5. TELEPHONE (202)712-0858 | DATE | ARCHIVIST OF THE UNITED STATES |
| | | 10-5-99 | <i>John W. Paul</i> |

6. 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 on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

| | | |
|-----------------|--|----------------------------------|
| DATE 10/9/98 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Records Manager Officer |
|-----------------|--|----------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1 | Executive Action & Correspondence Tracking System (ExACT) - See attached. | N/A | |

copy to: agency, NWMD, NWMW etc 10/14/99

Executive Action & Correspondence Tracking System (ExACT)

ExACT is a system which tracks the processing of incoming/outgoing executive correspondence, from receipt to response including word processing, spreadsheets and scanned images. Executive Correspondence is mail from or addressed to the Administrator, Deputy Administrator, Acting Administrator, Chief of Staff and Executive Secretary. The official file copies of documents for the system are stored in the ES Central File (Lektriver and safes). ExACT allows on-line access to track, monitor, and store images in support of the ES office and the Agency Bureaus. The system was installed in May 1995. (ExACT software is a proprietary system developed and owned by vendor.)

a. System Data: ExACT contains information on all executive correspondence which is (1) generated from outside/inside of USAID; (2) addressed to any executive defined above; and requires a response or requires the input or review of more than one USAID office. Data includes system-assigned file folder/document number, date on document, date document received, address and recipient, office symbol, nature of requests, estimated response date, and final response date.

Disposition:

Destroy data when the system is replaced or becomes obsolete after producing printouts of system information to assist in file retrieval.

b. System input:

Correspondence data are entered manually. Also, the electronic versions extracted from office automation applications and the scanning of incoming/outgoing correspondences are included. These items are then linked to indexing information required to retrieve.

Disposition:

Destroy after the hard data has been verified or when no longer needed. Destroy electronic versions when system is replaced or becomes obsolete.

c. System output: Extracted status reports in hard copy from the system.

Disposition:

Destroy hard copy of status reports when no longer needed.

d. System documentation: User guide from vendor. No other information available like codebook, record layout...; vendor cites proprietary rights.

Disposition:

Destroy when system is superseded or becomes obsolete.

e. Electronic Version of records created by office automation applications such as word processing, lotus 1.2.3.

Disposition:

Destroy when hard copy is produced and electronic version has been extracted by ExACT.

f. Official Records in hard copy.

Disposition:

~~Permanent: Cutoff at end of fiscal year. Hold in office for two years, then retire to WNRC. Offer to NARA in 5 yr. block when most recent records is 10 yrs old. (Item numbers 01100, or 02010)~~

g. All other official non-record in hard copy.

Disposition:

~~Temporary: Cut off at end of fiscal year, retain in active office space. Destroy when 1 year old or sooner if no longer needed for reference. (Item number 02020/01040 and 02030/01320.)~~