

Request for Records Disposition Authority

Records Schedule Number DAA-0486-2016-0001
Schedule Status Approved

Agency or Establishment U.S. Trade and Development Agency
Record Group / Scheduling Group Records of the Trade and Development Program
Records Schedule applies to Agency-wide
Schedule Subject Project Final Reports
Internal agency concurrences will be provided No

Background Information

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 1 | 0 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0486-2016-0001

| Sequence Number |
|-----------------|
|-----------------|

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| 1 |
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| Project Final Reports |
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| Disposition Authority Number: DAA-0486-2016-0001-0001 |
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Records Schedule Items

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| Sequence Number | | |
| 1 | Project Final Reports | |
| | Disposition Authority Number | DAA-0486-2016-0001-0001 |
| | Final deliverables of projects funded by grants or contracts with USTDA program funds in the form of a final report. Final reports include (but are not limited to) the following: Feasibility Studies, Technical Assistance, Technical Symposium, Trainings, Workshops, Orientation Visits, Desk Studies, Definitional Missions, Reverse Trade Missions, etc. This includes both public and restricted reports. Includes relevant finding aids, including lists of reports published annually. | |
| | Final Disposition | Permanent |
| | 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? | No |
| | GRS or Superseded Authority Citation | N1-486-95-01 / 46 N1-486-95-01 / 47 GRS 1.2 / 30 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff at the end of the fiscal year at which the project is completed. |
| | Transfer to the National Archives for Accessioning | Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff |
| | Additional Information | |
| | What will be the date span of the initial transfer of records to the National Archives? | From 1980 To 2003 |
| | How frequently will your agency transfer these records to the National Archives? | Every 5 Years |
| | | |
| | Estimated Current Volume | Annual Accumulation |

| | | |
|----------------------------------|----------------|--|
| Electronic/Digital | | |
| Paper | 280 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

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 |
|------------|------------------------|------------------|---|--|
| 02/01/2018 | Certify | Carolyn Hum | Records Officer/Administrative Officer | US Trade and Development Agency - US Trade and Development Agency |
| 03/29/2018 | Submit for Concurrence | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |
| 04/04/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/04/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/05/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |