

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	
1	Project Final Reports Disposition Authority Number: DAA-0486-2016-0001-0001

Records Schedule Items

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 No GRS or Superseded Authority Citation N1-486-95-01 / 46 N1-486-95-01 / 47 GRS 1.2 / 30 Disposition Instruction Cutoff Instruction Cutoff at the end of the fiscal year at which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