

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-286-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/25/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 19140 is superseded by DAA-0286-2022-0006-0003

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N 1-286-86-1

DATE RECEIVED

11/12/85

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Agency For International Development

2. MAJOR SUBDIVISION

Washington Headquarters Offices

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Robert F. Gibson

5. TELEPHONE EXT.

875-1819

DATE

5-20-87 *Frank B. Bunk*

ARCHIVIST OF THE UNITED STATES

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 80 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

11/7/85

C. SIGNATURE OF AGENCY REPRESENTATIVE

Barbara J. Felton
Barbara J. Felton

D. TITLE

Agency Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

The attached listing provides comprehensive schedule coverage for all records, except machine-readable materials, for A.I.D. Headquarter office's records. It is based on an actual inventory and appraisal of currently accumulating records in both program and administrative offices and therefore supersedes administrative offices and therefore, supersedes and/or cancels all previously submitted schedules.

It is practically impossible to cross reference the records descriptions for the items listed on the attachment to the items on the Agency's current schedule (A.I.D. Handbook 21) because of format and listed as parts of the A.I.D. overall subject classification system, rather than as separate records series as has been done in the attached "revised" schedule.

This schedule does not cover the records of the several A.I.D. predecessor agencies. However, this schedule does cover all A.I.D. records held by contractors.

Microfilming of project records was done in accordance with 36 CFR Chapter XII.

The General Records Schedules citations have been added parenthetically following the authorized disposition statement for each item as appropriate.

153 items

Copy to Agency 6-9-87
Copies to NNF, NNS, NNI, and NCF 6-9-87

1. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Office General Administrative Files</u>	
01010	<u>Office Administrative Files</u> Records accumulated by individual offices that relate to the internal administration or house-keeping activities of the office, rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office Note: This item is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency. <u>Chronological Files</u> Files of extra copies of cables, letters, memoranda, etc., maintained for ease of reference in chronological order, by serial number, or by date of issuance. a. <u>Cable or Telegram File</u> Files consisting of copies of incoming and outgoing telegraphic communications. Files are normally maintained by serial number by point of origin and are kept, for the most part, as a source of easy reference.	Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23 Item 1)
01020	1) <u>AID/Washington Communications Center Master File</u> The master file of all telegraphic correspondence sent or received by the Agency. In	Cut off at end of fiscal year, retire to

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	addition to being a reference point for the Communications Center message analysts, this file also receives considerable use for investigations, background studies, and research.	Washington National Records Center (WNRC) 3 months after cutoff. Destroy when 7 years old. NC 1 286-82-2 Item 1A
01030	2) <u>Other Offices</u> Files maintained in the individual offices of the Agency's Washington headquarters as "easy reference" files.	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. NC 1 286-82-2 Item 1B
b. <u>Correspondence Files</u> Files consisting of extra copies of letters, memoranda, and other, nontelegraphic, communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.		
01040	1) Files maintained by or for the immediate offices of the following Agency executives: the Administrator, Deputy Administrator, Assistant Administrators, and the Directors of Offices that report directly to the Administrator.	Cut off at end of calendar year, retain in active office space. Destroy when 1 year old or sooner if no longer needed for reference.
01050	2) Files maintained by other offices.	Cut off at end of calendar year, retain in active office space. Destroy when 1 year old or sooner if no longer needed for reference. NC 1 286-82-2 Item 2A

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01060	<u>Employee Travel Files</u> Correspondence copies of travel request, authorizations, vouchers, itineraries, and other papers pertaining to employee travel, exclusive of records maintained in the Office of Financial Management.	Cut off at end of fiscal year. Destroy when 1 year old.
01070	<u>Office Personnel Files</u> Folders on employees consisting of correspondence, memoranda, forms, copies of position descriptions, requests for personnel action, and other records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer. (GRS 1 Item 18A)
	<u>Transitory Files</u> Paper of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:	
01080	a. <u>Request for Information or Publications</u> Routine request for information or publications which require no administrative action, no policy decisions, and no special compilations or research for reply, such as requests for publications or other printed material.	Destroy when 90 days old or sooner if purpose has been served. (GRS 23 Item 4)
01081	b. <u>Letters of Transmittal</u> Letters of transmittal that do not add any information to that contained in the transmitted material.	Destroy when 90 days old or sooner if purpose has been served. (GRS 23 Item 4)
01082	c. <u>Quasi-Official Notices</u> Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays, charity and welfare fund appears, bond campaigns, and similar papers.	Destroy when 90 days old or sooner if purpose has been served. (GRS 23 Item 4)

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01090	<u>Technical Reference Files</u> Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Includes extra copies of project material, copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (nonrecord) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally. <u>General Subject Correspondence Files</u> Letters, memoranda, studies, reports, forms, and other data documenting and/or implementing plans, policies procedures, accomplishments, opinions, and decisions pertaining to AID program and staff activities, with related indexes and finding aids. Arranged by subject/name/country as appropriate.	Review at end of fiscal year and destroy material of no further reference value. (GRS 23 Item 6)
01100	a. <u>Program Correspondence Files Maintained at High Organizational Levels</u> Subject, name, or country files maintained by or for the immediate offices of the following Agency executives: the Administrator, Deputy Administrator, the Assistant Administrators, and the Directors of Offices that report directly to the Administrator or his Deputy and that are filed centrally or in decentralized locations.	Permanent. Cut off at end of fiscal year. Hold in office for 2 years, then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g, in 1987 offer 1973-77 records.)
01110	b. <u>Program Correspondence Files of Country Desk Offices in the Geographic Bureaus</u> These files document the operations in USAIDs and reflect their problems and accomplishments.	Cut off at end of fiscal year. Hold in office for 2 years, then retire to WNRC. Destroy 10 years after cutoff.

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01120	c. <u>All Other Program Correspondence Files in AID Headquarters Offices</u>	Cut off at end of fiscal year. Hold in office for 2 years, then retire to WNRC. Destroy 10 years after cutoff.
<u>Budget Records</u>		
<u>Annual Budget Submission Files</u>		
Annual budget submission by each overseas post and each AID/W organizational entity. Includes instructions, assumptions, and guidelines for preparation; the budget request itself; supporting papers; and related information, as follows:		
01130	a. PPC/PB's printed record copy of annual budget submissions of overseas posts and AID/W Bureaus and Staff Offices.	Permanent. Cut off files annually. Hold in office for 5 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
01140	b. PPC/PB budget background files containing justifications, amounts requested and supporting papers.	Cutoff at end of budget year. Hold in office for 1 year, then retire to WNRC. Destroy 5 years after cutoff.
01150	c. Files of all AID/W components, except PPC/PB, consisting of guidelines on annual budget preparation and preliminary budget estimates, supporting papers, cost estimates, rough drafts, and data accumulated in preparation of annual budget estimates, including duplicates of papers included in overseas posts' final budget estimate files.	Destroy 3 years after close of fiscal year covered by the budget. (GRS 5 Item 5B)

Congressional Presentation

These records relate to the development and preparation, of the Agency's budget request to Congress.

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01160	a. Office Of Legislative Affairs record copy of the printed congressional presentation, and one copy of each congressional notification.	Permanent. Cut off annually. Hold in office for 2 yrs. after cut off, then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old (e.g., in 1987 offer 1973-77 records.)
01170	b. Files document the preparation of the detailed Agency budget request to Congress, including supplementary schedules, exhibits, etc. The files contain documents used in Congressional budget presentations, providing, by years, the U.S. assistance, subdivided by major programs.	Cut off annually. Hold in office one year then retire to WNRC. Destroy 5 yrs. after cut off.
01180	c. All other copies of congressional presentations, and notifications.	Destroy when no longer needed.

Project Assistance Records

These records relate to the AID Development Assistance Program. Assistance is provided in the form of loans and grants for improving the quality of life of people in less developed countries through programs in agriculture, rural development, nutrition, family planning, health, education and human resources, energy, private industry development, science and technology, and is administered primarily by USAIDs located in host countries.

Development Assistance Project File

Case files on technical and capital assistance development projects, consisting of studies, surveys, project identification documents, project papers, copies of loan and grant agreements and amendments, project implementation orders, implementation letters, contracts, audits, reports and evaluations, and other related records and correspondence. These files document the initial concept, the approved design, the progress and problems of implementation, the successes and/or failures of the individual project.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01190	a. Original silver master microfilm and silver duplicate.	Permanent. Review automated index to project data base annually and indicate closed projects. Transfer the microfiche with following images to NARA in 5 yr. blocks when most recent record is 2 yrs. old: All pre-PID documents, project paper or equivalent, core official correspondence and all reports.
01200	b. Computerized index to project.	Permanent. Transfer pertinent portion of index in ASCII (or EBCDIC) format to magnetic tape. Offer magnetic tape with all necessary documentation to NARA with corresponding project records.
01210	c. All other silver master and silver duplicates.	Destroy 2 yrs. after cut off.
01220	d. Bureau master diazo file.	Destroy 4 yrs after termination of project, or when no longer needed, which ever is sooner.
01230	e. Project officer diazo working file.	Destroy upon termination of project.
01240	f. Original paper copies of microfilm project records.	Destroy original paper records upon verification of film.
01250	g. Closed project records which have not been microfilmed and are transferred to the Washington National Records Center.	Permanent. Offer all project records to NARA. Those not accessioned, destroy immediately.
01260	h. Reference copies of project documents maintained in various Agency offices.	Destroy upon termination of the project.
	<u>Project Plan and Engineering Files</u>	
01270	Copies of engineering plans and related material pertaining to individual projects.	Destroy in accordance with a. and b. above.

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01280	<u>Technical Project Feasibility Studies</u> Copies of studies, reports, and related correspondence pertaining to proposed projects which do not develop into projects. (If project is approved, materials are filed in project file.)	Cut off annually. Hold in office for 2 yrs., then retire to WNRC. Destroy when 10 yrs. old
01290	<u>Project Status/Tracking System Reporting</u> This documents the monitoring of the status and tracking of projects. Some of the documents found in this file are: policy data inventory, project status reports, weekly status reports, and project accounting information system reports.	Cut off file at end of fiscal year. Hold in office for 1 yr.s then retire to WNRC. Destroy when 5 yrs. old.
01300	<u>Bureau Project Evaluation Files</u> Documents pertaining to plans, evaluations, and reports on Mission (USAIDs) and Bureau activities in project planning and evaluation. This material duplicates information in project files.	Cut off files when closed. Destroy when 3 yrs. old
	<u>Non-Project Assistance Records</u> These records relate to Economic Support Fund activities and include grants and loans for program assistance in selected countries of special political interest to the United States. Recipients purchase goods and services from U.S. institutions and firms under existing Public Laws. Cash transfers and sector assistance are also provided as non-project assistance.	
01310	<u>Program (non-project) Procurement Files</u> Case files of grants and loan agreements on cash transfer or commodity import activities consisting of such records as agreements, implementation letters, action memos, program assistance papers, and related documents and correspondence pertaining to program assistance transactions.	Cut off after loan has been fully repaid (maximum of 40 yrs.). Destroy 1 year after cutoff.
	<u>Other General Files</u> <u>Schedules of Daily Activities</u> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and activities of Federal employees.	

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01320	a. Records containing substantive information relating to the official activities of high-level officials, the substance of which has been incorporated into memoranda, reports, correspondence, or other records included in official AID files. High-level officials include the Administrator, Deputy Administrator, the Assistant Administrators, and the Directors of Offices that report directly to the Administrator or his Deputy, and staff assistants to these aforementioned officials, such as special assistants, confidential assistants, and administrative assistants.	Cut off at end of calendar year. Retain in active office space. Destroy when 1 yr. old or sooner if no longer needed for reference.
01330	b. Records of other than high-level Agency employees as defined in a. above containing substantive information relating to official activities, the substance of which has <u>not</u> been incorporated into official files.	Destroy when 2 years old. (GRS 23 Item 2A)
01340	c. Routine materials containing <u>no</u> substantive information regarding the daily activities of other than high-level officials as defined in a. above; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and personal records of all Federal employees relating to nonofficial activities.	Destroy when no longer needed or when 1 yr. old, whichever is sooner. (GRS 23 Item 2C)
<u>Research Studies Files</u>		
Social and Economic Studies files prepared by AID staff or by outside contractors (individuals or institutions), including periodic progress reports, correspondence, and final reports.		
01350	a. Final reports of studies not described elsewhere in this schedule.	Permanent. Cut off at end of fiscal year. Retire to WNRC transfer to NARA in 5 yr. blocks when most recent report is 10 yrs. old.
01360	b. Back-up material consisting of copies of progress reports, correspondence, etc.	Cut off after final report is submitted. Destroy 3 yrs. after cut off.
01370	c. Reference copies of reports.	Destroy when no longer needed for reference.

I. RECORDS COMMON TO MOST OFFICES

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
01380	<u>Audit Reports Files</u> Copies of Inspector General and General Accounting Office audit reports and relating correspondence maintained by individual offices where audits occurred. <u>Publications File</u> a. Record copies of publications maintained by the office responsible for the publication. These consist of books, pamphlets, booklets, formal reports and papers, studies, etc. Prepared by or for the Agency.	Destroy 1 yr. after all all audit exceptions noted in reports have been resolved.
01390	1) In-house publications	Permanent. Retire to WNRC when 3 yrs. old. Offer to NARA in 5 yrs. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
01400	2) Publications prepared under Grants and Contracts	Permanent. Retire to WNRC when 3 yrs. old. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
01410	b. Reference copies of publications	Review annually. Destroy material when no longer needed for reference.

II. RECORDS OF THE ADMINISTRATOR AND ASSISTANT ADMINISTRATOR

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	These records are maintained by or for the immediate offices of the following Agency executives: the Administrator, Deputy Administrator, Executive Secretary, Assistant Administrators, and the Directors of Offices that report directly to the Administrator.	
02010	1. <u>General Subject Correspondence Files</u> Letters, memoranda, studies, reports, forms, and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to AID program and staff activities. Arrange by subject/name/country as appropriate.	Permanent. See Section I, Item 01100.
02020	2. <u>Chronological Files</u> Files consisting of extra copies of letters, memoranda, and other nontelegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.	See Section I, Item 01040.
02030	3. <u>Schedule of Daily Activities</u> Records containing substantive information relating to the official activities of high-level officials, the substance of which has been incorporated into memoranda, reports, correspondence, or other records included in official AID files. High-level officials include the Administrator, Deputy Administrator, the Assistant Administrators, and the Directors of Offices that report directly to the Administrator or his Deputy, and staff assistants to these aforementioned officials, such as special assistants, confidential assistants, and administrative assistants.	See Section I, Item 01320.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Public Inquiries Files</u>	
03010	<u>Mandatory Classification Review (MCR) Files</u> Reports and correspondence regarding inquiries from the public for information in the files which was classified. This review is made under FOIA and the current Executive Order on National Security Information.	Cut off when action is completed. Hold in office for 2 yrs., then retire to WNRC. Destroy 30 yrs. after completion of the action.
	<u>Freedom of Information Act (FOIA) Requests Files</u> Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of a requested record or a copy thereof.	
	a. Correspondence and supporting documents (<u>EXCLUDING</u> the records requested, if filed therein).	
03020	1) Granting access to all the requested records. 2) Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and those who fail to pay Agency reproduction fees.	Destroy 2 yrs. after date of reply. (GRS 14 Item 16 A1)
03030	a) Request <u>not</u> appealed.	Destroy 2 yrs. after date of reply. (GRS 14 Item 16 A2)
03040	b) Request appealed. 3) Denying access to all or part of the records requested.	Destroy as authorized under Item 03080 below. (GRS 14 Item 16 A2)

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03050	a) Request <u>not</u> appealed.	Destroy 5 yrs. after date of reply. (GRS 14 Item 16 A3)
03060	b) Request appealed.	Destroy as authorized under Item 03080 below. (GRS 14 item 16 A3)
03070	b. Official file copy of requested records.	Dispose of in accordance with approved disposition instructions for the related records, or the related FOIA request, whichever is later. (GRS 14 Item 16B)
 <u>FOIA Appeals Files</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the Agency, consisting of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or a copy thereof.		
03080	a. Correspondence and supporting documents (<u>EXCLUDING</u> the file copy of the records under appeal if filed therein).	Destroy 4 yrs. after final determination by Agency or 3 yrs. after final adjudication by courts, whichever is later. (GRS 14 Item 17A)
03090	b. Official file copy of records under appeal.	Dispose of in accordance with approved disposition instructions for the related record, or the related FOIA request, whichever is later. (GRS 14 Item 17B)

FOIA Control Files

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03100	a. Registers or listing.	Destroy 5 yrs. after date of last entry. (GRS 14 Item 18A)
03110	b. Other files.	Destroy 5 yrs. after final action by the Agency or after final adjudication by courts, whichever is later. (GRS 14 Item 18B)
	<u>FOIA Reports Files</u>	
	Recurring reports and one-time information requirements relating to Agency implementation of the FOIA, including annual reports to the Congress.	
03120	a. Annual reports originating in OPA.	Permanent. Offer to NARA when 15 yrs. old. (GRS 14 Item 19a)
03130	b. Other reports	Destroy when 2 yrs. old or sooner if no longer needed for administrative use. (GRS 14 Item 19b)
03140	<u>FOIA Administrative Files</u>	
	Records relating to the general Agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 yrs. old or sooner if no longer needed for administrative use. (GRS 14 Item 20)
	<u>News and Media Relations Files</u>	
	<u>Audio Visual Files</u>	
	a. Original video tapes.	
03150	1) Important subjects that reflect the mission; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest such as birth control, counterinsurgency training, police training, etc.; relating to the history or U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the agency program on foreign societies.	Permanent. Retire to WNRC when no longer needed. Offer the original or earliest generation of recording and one dubbing (reference copy) to NARA in five-year blocks when the oldest tape is 10 yrs. old.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03160	2) Routine subjects that do not reflect the agency's mission, such as management training films, or those used for training in narrow areas of technology such as "how to" build a bridge, irrigate a field, build a shed or house, maintain cattle, pasteurize milk, etc.	Cutoff annually. Destroy when one year old or when no longer needed, whichever is sooner.
03170	3) Automated index.	Permanent. Transfer index on magnetic tape in ASCII or EBCDIC format, including all necessary documentation, to NARA with pertinent videotapes.
b. Motion Pictures		
	1) Important subjects reflecting the agency's mission for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region having anthropological or ethnographic value by documenting the impact of the agency program on foreign societies.	
03180	a) Agency Sponsored Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording.	Permanent. Offer to NARA in 5 year blocks when the oldest film is 10 yrs. old.
03190	b) All other Agency sponsored film.	Destroy when no longer needed.
03200	b) Agency acquired films: two projection prints or one projection print and a video recording.	Permanent. Offer to NARA in 5 year blocks when the oldest film is 10 yrs. old.
03210	c) Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.	Permanent. Offer to NARA in 5 year blocks when the oldest film is 10 yrs. old.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03230	2) Routine subject that do not reflect the Agency's mission.	Cut off annually. Destroy one year old or when no longer needed whichever is sooner.
c. Still Photography		
	1) Important subjects reflecting the agency's mission for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region having anthropological or ethnographic value by documenting the impact of the agency program on foreign societies.	
03240	a) Black & white negatives and captioned prints.	Permanent. Cut off annually. Offer original to NARA in 5 year blocks when the most recent record is 20 yrs. old.
03250	b) Black & white contact prints	Permanent. Cut off annually. Offer to NARA with related negatives in 5 yr. blocks when most recent records are 20 yrs. old.
03260	c) Official portraits of senior agency officials.	Permanent. Cut off annually. Offer to NARA negatives and captioned prints in 5 yr. blocks when the most recent records are 20 yrs. old.
03270	2) Routine subjects that do not reflect the agency's mission.	Cut off annually. Destroy when one year old or when no longer needed, whichever is sooner.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Color Slides (35 mm)	
03280	1) Important subjects reflecting the agency's mission for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest such as birth control, counter-insurgency training, police training, etc.s relating to the history of U.S.foreign relations with a specific country or region having anthropological or ethnographic value by documenting the impact of the agency program on foreign societies.	Permanent. Cut off annually. Offer original and duplicate to NARA in 5 yr. blocks when most recent records are 20 yrs. old.
03290	2) Routine subjects which do not relect the agency's mission.	Cut off annually. Destroy when one yr. old or when no longer needed, whichever is sooner.
	e. Film Strips	
03300	1) Important subjects reflecting the agency's mission for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest such as birth control, counter-insurgency training, police training, etc.s relating to the history of U.S.foreign relations with a specific country or region having anthropological or ethnographic value by documenting the impact of the agency program on foreign societies.	Permanent. Cut off annually. Offer original and duplicate to NARA in 5 yr. blocks when most recent records are 20 yrs. old.
03310	2) Routine subjects which do not relect the agency's mission.	Cut off annually. Destroy when one year old or when no longer needed which-ever is sooner.
03320	f. Finding aids including indexes, catalogs, shelf list, caption sheets.	Transfer to NARA or dispose of with related records. (GRS 21/63)
03330	<u>Biographical File on Senior AID Officials</u> Background information on top AID officials or other key personnel for public dissemination.	Destroy when official leaves the agency or when no longer needed, which-ever is sooner.

III. EXTERNAL AND PUBLIC AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03340	<u>Public Relations Files</u>	
	a. Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State or local governments, or private groups, such as college and university students, business associations, and cultural news media commentators.	Permanent. Cut off annually. Hold in office for 5 yrs.; then retire to WNRC. Transfer to NARA in 5 yr. blocks when 20 yrs. old. (GRS 14 Item 1a)
03350	b. News releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new Agency programs, termination of old programs, major shifts in policy, and changes in senior Agency personnel.	Permanent. Cut off annually. Hold in office for 5 yrs.; then retire to WNRC. Offer to NARA when 20 yrs. old. (GRS 14 Item 1b)

IV. FOOD FOR PEACE AND VOLUNTARY ASSISTANCE (FVA) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<u>Common Type Files</u>		
04010	<u>FVA Grant Files</u> These files pertain to grants made under the several FVA programs. Included are copies of proposals, grant applications, agreements, and amendments; project financial, progress, and evaluation reports; PIO's; and related documentation and correspondence.	Cut off when grant is terminated. Hold in office for 2 yrs., then retire to WNRC. Destroy 6 yrs. after termination of grant.
04020	<u>Unsuccessful Grant Applications</u> Copies of applications of unsuccessful grant applicants and related documents and correspondence.	Cut off when grant is awarded. Hold in office for 2 yrs., then destroy.
<u>Private and Voluntary Cooperation Files</u>		
04030	<u>Ocean Freight Files</u> These files pertain to the reimbursement by AID for shipping expense incurred by voluntary agencies under "subvention" arrangements. Included are copies of procurement authorizations, Schedule D-Overseas Transportation, AID 1550 or equivalent, approval letters, etc., and related correspondence.	Cut off when file is closed. Hold in office for 2 yrs., then retire to WNRC. Destroy 5 yrs. after file is closed.
<u>Registered Agency Files</u>		
These files document the private voluntary agencies' applications for registration containing all supporting papers pertaining to the applicant agencies' legal, financial, and operational status.		
04040	a. <u>Case Files on Individual Agencies</u>	Cut off when agency is removed from registry. Destroy 5 yrs. after removal.
04050	b. <u>Annual Financial Submission</u>	Cut off annually. Destroy when 3 yrs. old.
04060	<u>Denied Agency Registration Files</u> Applications and related correspondence pertaining to private voluntary organizations' registration.	Cut off after denial. Destroy 3 yrs. after denial.

IV. FOOD FOR PEACE AND VOLUNTARY ASSISTANCE (FVA) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Food for Peace Files</u>	
04070	<u>Title I and III Voluntary Agency Agreement Files</u> Copies of agreements and related documentation pertaining to AID Agreements with host governments under Titles I and III of P.L. 480.	Cut off when agreement is terminated. Hold in office for 2 yrs., then retire to WNRC. Destroy 6 yrs. after cut off.
	<u>Title II Bilateral Agreements</u> Files consist of the original agreements between the U.S. (AID) and host governments under Title II of P.L. 480. Arrange alphabetically by country.	
04080	a. <u>Original Agreements</u>	Permanent. Retire upon termination of agreements. Offer to NARA in accumulations of one cubic foot.
04090	b. <u>Copies of Agreements</u>	Destroy when agreement is terminated.
	<u>Section 416 Agreement Files</u> Files consist of the original agreements between U.S. (AID) and voluntary organizations, multilateral organizations, or foreign governments, entered into under the provisions of Section 416 of the Agricultural Act of 1949. Arranged alphabetically by country.	
04100	a. <u>Original Agreements</u>	Permanent. Retire upon termination of agreements. Offer to NARA in 5 yr blocks, 5 yrs. after the most recent termination date.
04110	b. <u>Copies of Agreements</u>	Destroy when agreement is terminated.
	<u>Title II Program Files</u> Files arranged by country documenting all Title II program and project activity with individual host countries. Included are copies of program plans and projections, program operating and financial documents, annual estimates and requirements, project documentation, and related documents and correspondence.	

IV. FOOD FOR PEACE AND VOLUNTARY ASSISTANCE (FVA) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
04120	a. Annual estimates of requirements (AERs) signed by AID and the private agency and operational plans.	Permanent. Cut off annually. Hold in office for 2 years. Offer to NARA in five-year blocks when most recent records are 10 years old. Example: 1987 offer 1973-77 records.
04130	b. All other program documentation including quarterly estimates, call forward agreements, cables for shipping instructions.	Cut off annually. Hold in office for 2 years, then transfer to WNRC. Destroy when 6 years old.
04140	<u>Voluntary Agency Ocean Transport Files</u> Files include copies of Letters of Commitment, Procurement Authorizations, Expenditure Reports, etc.s and related correspondence.	Cut off annually. Hold in office for 2 years, then retire to WNRC. Destroy when 6 years old.
04150	<u>Agricultural Commodity Files</u> Reference copies of such documents as commodity specifications, technical studies, and general material on agricultural commodities used in the Food for Peace program.	Review annually. Destroy when superseded, obsolete, or no longer needed.

V. GEOGRAPHIC BUREAUS GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
05010	<u>Program Correspondence Files</u> Subject and Country Files of Country Desk Offices. These files document in a unique way the operations in USAIDs and reflect their problems and accomplishments. Arranged by subject and country as appropriate.	Cut off at end of fiscal year. Hold in office for 2 years, then retire to WNRC. Destroy when 10 years old. (SEE ITEM 01110). <i>W-8-84</i>
05020	<u>General Financial Files</u> Working files pertaining to financial management functions of the several geographic areas covering materials relating to annual budget submissions, budget expenses, funding limits, background justification and expenses, monthly operating expenses, etc. Files contain such forms as: copies of Request for Budget Allowance, annual Budget Submissions, Request for Operational Year Budget Change, Project Implementation, and Advice of Budget Allowances. Files are used to control expenditures of funds.	Cut off files at end of fiscal year. Hold in office for 3 years, then destroy.
05030	<u>Congressional Notification and Congressional Presentation File</u> These working files contain information needed for presentation of the Bureaus' annual program and budget to Congress and any changes to the program that require congressional notification. They contain information on operational year budget changes, congressional notifications, program revision requests, guidelines for preparation of congressional notification, advice of program change, and monthly project accounting information system reports. <u>Country Development Strategy Statement (CDSS) File</u> Formal statements on each country's foreign aid assistance program are submitted by USAIDs annually. These statements are printed and bound and distributed to appropriate offices throughout the Agency.	Close file at end of fiscal year. Hold in office for 1 year, then retire to WNRC. Destroy when 6 years old.

V. GEOGRAPHIC BUREAUS GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
05040	a. Record copies maintained in Geographic Bureaus arranged by country and thereunder chronologically.	Permanent. Cut off annually. Hold in office for 3 years, then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
05050	b. Copies used for reference.	Destroy when no longer needed for reference.

Briefing Files

05060	Files consist of reports prepared by AID staff members for AID officials anticipating visits to countries where AID has a mission. These reports contain pertinent information on the country to be visited and the current AID assistance program in the country.	Permanent. Cut files off annually. Offer to NARA in five-year blocks when the most recent records are 10 years old, e.g. in 1987 offer 1973-77 records.
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VI. LEGISLATIVE AND LEGAL AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Congressional Correspondence Files</u> This correspondence is between the Agency and members of Congress and signed by the Administrator, his Deputy, or the Director of Legislative Affairs. Arranged alphabetically by the name of the Congressional member.	
06010	a. Papers containing policy and precedent and requiring research which documents relations with Congress.	Cut off at the end of each Congress. Hold in office for 3 years, then retire to WNRC. Destroy when 10 years old.
06020	b. All other routine correspondence.	Cut off annually. Destroy when 2 years old.
06030	<u>Correspondence Brief</u> Briefs or drafts of letters to members of Congress prepared by the legislative affairs office.	Destroy when no longer needed for reference.
06040	<u>Committee Prints and Hearing Records</u> Copies of printed committee reports and Congressional hearings.	Destroy when no longer needed for reference.
06050	<u>Litigation and Enforcement Case Files</u> Case files containing documents containing information on all dispute matters where AID is involved, such as contract disputes, civil or criminal litigation, etc. Files also contain legal information in the form of advice furnished the Inspector General's office in the conduct of their investigations.	Cut off file when case is closed. Hold in office for 1 year, then retire to WNRC. Destroy 10 years after case is closed.
	<u>Legal Opinions and Decisions Files</u> Files of legal opinions on law and Executive Orders as a result of requests from AID offices on any matter requiring interpretation of Federal or other law. Files include requests for advice, formal legal opinion and decisions, and related correspondence.	

VI. LEGISLATIVE AND LEGAL AFFAIRS RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
06060	a. Original paper copies microfilmed	Destroy original paper records after verification of film.
06070	b. Original silver master & duplicate	Permanent. Transfer to NARA in 5 yr. blocks when most recent record is 20 yrs. old.
06080	c. Original paper copies not microfilmed	<i>Per telcom w/ Bob Lubson, AID, 5-7-87, J. Young NIK</i> Permanent. When no longer needed, retire to NARS. Offer to NARA in five-year blocks when most recent record is 30 years old.
<u>Financial Disclosure Reports</u>		
	a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521).	
06090	1) Records including SF 278A for individuals filing according to Section 201b of the Act and not subsequently confirmed by the Senate.	Destroy 1 yr. after nominee ceases to be under consideration for appointments, EXCEPT that documents needed in an ongoing investigation will be retained until the investigation is completed.
06100	2) All other records including SF 278.	Destroy when 6 yrs. old, EXCEPT that documents needed in an ongoing investigation will be retained until the investigation is completed.
06110	b. All other statements of employment and interests and related records, including confidential statements filed under Executive Order 11222.	Destroy when 6 yrs. old EXCEPT that documents needed in an ongoing investigation will be retained until the investigation is completed.

VII. PRIVATE ENTERPRISE (PRE) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>PRE Project Files</u> These files consist of documentation pertaining to the management of grants, contracts, loans, and cooperative agreements between AID and the U.S. private sector. Files include, but are not limited to, copies of proposals, applications, project authorizations, loan and grant agreements, contracts, interim project progress reports, PIO's, etc., and related correspondence.	
07010	a. Published or unpublished reports (exclusive of interim project progress reports), project concept papers, and any other final project product.	Permanent. Cut off at close of project. Offer to NARA in 5 yr. blocks, when most recent records is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
07020	b. All other project records.	Cut off when project is completed or loan is paid, as applicable. Hold in office for 2 years, then retire to WNRC. Destroy 6 years after completion of project.
07030	<u>Status Reports on Loans</u> Reports on private sector initiative loans showing disbursements, payment progress, etc.s on status of outstanding loans.	Cut off annually. Destroy when 1 year old.
07040	<u>Unsuccessful Investment Opportunity Proposals</u> Proposals from businesses which did not result in a loan.	Cut off when withdrawn or denied. Hold in office for 2 years, then destroy.

VII. PRIVATE ENTERPRISE (PRE) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
07050	<u>Company Correspondence Files</u> General correspondence between AID and enterprises in the private sector on all aspects of the AID program for encouraging the participation of the U.S. private sector in financial transactions which can accelerate the development process overseas.	Cut off annually. Hold in office for 2 years, then destroy.
	<u>Housing and Urban Development Project Files</u> Case files on housing construction under the AID Housing Guaranty Program (HG). Files include, but are not limited to, guarantee and loan agreements, implementation agreements, cost schedules, progress reports, inspection and evaluation reports, and related documents and correspondence.	
07060	a. Basic contractual documents and related materials.	Cut off when loan is paid. Hold in office for 3 yrs., then destroy.
07070	b. Inspection reports on housing construction.	Cut off when construction is completed. Hold in office for 3 yrs., then destroy.
07080	c. General correspondence.	Destroy when 2 yrs. old.
07090	<u>Studies and Reports on Shelter Activities and Housing Guaranty Programs</u> Studies and reports on various aspects of the AID worldwide shelter sector activities, including the Housing Guaranty Program. Arranged by subject.	Permanent. Cut off annually. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.

VIII. PROGRAM AND POLICY COORDINATION RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Donor Coordination Files</u>	
08010	<u>International Organizations Files</u>	
	a. Correspondence, reports, agendas, and minutes of meetings of consultative groups and subsidiary and affiliated organizations regarding development assistance and AID liaison with such organizations.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr. blocks, when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
08020	b. Working papers for conference sessions, such as delegate lists, admission cards and badges, correspondence on arrangements, and duty schedules.	Destroy 1 year after date of conference.
08030	c. Files regarding programs of the UN and its affiliated organizations, which show relation to cooperating countries and AID liaison.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr. blocks, when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
08040	d. Reports of international conferences attended, providing the Administrator with a brief report of the conference or meeting.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr. blocks, when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
08050	e. Development Assistance Coordination (DAC) donor files, consisting of correspondence and other documents relating to specific donors, bilateral relations between AID and others, and information on various donor programs.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr.

VIII. PROGRAM AND POLICY COORDINATION RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		blocks, when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
08060	<u>National Advisory Council on International Monetary and Financial Policies Files</u> Files accumulated by AID documenting the activities of the Council, chaired by the Treasury Department, and its periodic meetings.	Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Destroy when 10 years old.
08070	<u>Multilateral Development Banks Files</u> Files documenting AID's relations with multilateral development banks, such as the World Bank, International Development Bank, etc.s consisting of minutes of meetings, bank policy statements, and related correspondence.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in 5 yr. blocks, when most recent record is 20 yrs. old. (e.g., in 1987 offer 1963-67 records.)
	<u>Program Evaluation Files</u> Correspondence, reports, special studies, and other records pertaining to Agency evaluative research, socioeconomic impact assessments, and program evaluation development issues and AID programs.	
08080	a. Final products of the following series: <ul style="list-style-type: none">◦ Impact Evaluation Reports,◦ Discussion Papers,◦ Special Studies,◦ Program Evaluation Reports, and◦ Program Design and Evaluation Methods Files.	Permanent. Cut off annually. Hold in office for 3 years after cutoff, then retire to WNRC. Offer to NARA in five-year blocks when most recent record is 20 years old. (e.g., in 1987 offer 1963-67 records.)

VIII. PROGRAM AND POLICY COORDINATION RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
08090	b. Background files and related correspondence.	Cut off annually. Hold in office for 3 years, then retire to WNRC. Destroy when 6 years old.

08100 Project Evaluation Summaries (PES) Files

These files pertain to in-depth studies and analyses of the social and economic impact of alternative types of strategies, programs and projects on the lives of foreign assistance beneficiaries. Included are copies of studies and analyses and related correspondence. These files are not duplicated in the Impact Evaluation records (Item 4.a above).

Permanent. Cut off annually. Hold in office for 3 years after cut off, then retire to WNRC. Offer to NARA in five-year blocks when most recent record is 20 years old. (e.g., in 1987, offer 1963-67 records.)

Budget Files

Agency Budget Files

See Budget Records of Section I. (01130 - 01150)
Records Common to Most Offices

IX. SCIENCE ADVISOR RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Grant Application Files</u>	
	Applications, memoranda, correspondence, and other records relating to the decision to accept or reject grant proposals.	
09010	a. Unsuccessful (rejected or withdrawn) applications.	Destroy 3 yrs. after rejection or withdrawal.
09020	b. Accepted applications.	Dispose of with related grant case file (see Item 2 below).
	<u>Grant Case Files</u>	
	Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status, and monitoring of grants; allocation of funds; and project budgets.	
09030	a. Project reports and studies produced under the grant.	Permanent. Cut off files when closed. Hold in office for 2 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 20 yrs. old.
09040	b. All other documentation related to the grant.	Cut off files when case is closed. Hold in office for 2 yrs., then retire to WNRC. Destroy when 6 yrs. old.

X. SCIENCE AND TECHNOLOGY (S&T) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>S&T Project Files</u>	
	These files consist of documentation pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects. Files include, but are not limited to, copies of proposals, applications, agreements, contracts, interim progress reports, PIO/T's, project papers, published and unpublished reports, and other documents and correspondence pertinent to the project.	
10010	a. Project papers and published or unpublished reports (exclusive of interim project progress reports), books, studies, or any other final product.	Permanent. Cut off at close of project. Offer to NARA in five-year blocks when most recent record is 10 years old. (e.g., in 1987, offer 1973-77 records.)
10020	b. All other project records.	Cut off when project is terminated. Hold in office for 2 years, then retire to WNRC. Destroy 6 years after termination of project.
10030	c. Closed project records stored in WNRC.	Permanent. Offer all project records to NARA. Those not accessioned, destroy immediately.
	<u>Unsolicited Project Proposals</u>	
10040	a. Successful proposals	File in applicable project files and apply authorized disposition as indicated in Item 1.b. above.
10050	b. Unsuccessful proposals	Cut off when project is awarded. Hold in office for 2 years, then destroy.

X. SCIENCE AND TECHNOLOGY (S&T) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10060	<u>Memoranda of Understanding (MOU) Files</u> Copies of signed MOU's with universities regarding the scope of work to be performed by institutions under AID strengthening grants and contracts. Included is related correspondence.	Cut off when MOU is cancelled or superseded. Hold in office for 2 years, then retire to WNRC. Destroy 6 years after termination of related project.
10070	<u>Sector Council Files</u> Files pertaining to the activities of several AID councils or committees composed of appropriate AID staff members to advise the agency in the various areas (sectors) of AID development assistance to host countries. Included are meeting agendas, minutes of meetings, copies of papers prepared by the councils, and related records and correspondence. Arranged chronologically within sector councils.	Permanent. Cut off annually. Hold in office for 3 yrs., then retire to WNRC. Transfer to NARA when most recent record is 10 yrs. old.
10080	<u>International Organizations Files</u> These files consist of correspondence, reports, and records of meetings and conferences pertaining to AID interest in the organization, planning, and operations of international organizations (such as the Consultative Group on International Agricultural Research (CGIAR) in AID areas of concern. Arranged by organization and thereunder chronologically. <u>Research Advisory Committee (RAC) Files</u> Documentation accumulated by the Office Of Research and University Relations (RUR) in its capacity as the Secretariat for the RAC.	Permanent. Cut off annually. Hold in office for 3 yrs., then retire to WNRCs. Offer to in NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
10090	a. Meetings records consisting of agendas, minutes of meetings, and related documentation on RAC meetings. Arranged chronologically.	Permanent. Cut off annually. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77 records.)
10100	b. Members files, consisting of general material on the individual RAC members.	Destroy when superseded, obsolete, or no longer needed.

X. SCIENCE AND TECHNOLOGY (S&T) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10110	c. Administrative files documenting the routine housekeeping functions supporting RAC activities.	Cut off file annually. Hold in office for 2 yrs. then destroy.
	<u>Joint Career Corps (JCC) Files</u> Files consist of correspondence and other records pertaining to the recruitment of member in the JCC and AID negotiations with universities on matters relating to the Corps activities.	
10120	a. Agreements with universities.	Cut off when agreements is terminated. Hold in office for 3 yrs.s then destroy.
10130	b. JCC member biographical data file.	Cut off when member is separated from Corps. Hold in office for 1 yr. after separation, then destroy.
10140	c. Correspondence and other general records.	Cut off annually. Hold in office for 3 yrs.s then destroy.
	<u>Resource Support Services Agreement Files</u> These files pertain to the agreement between AID and the National Science Foundation for the latter agency to review AID research projects for scientific soundness before actual commitment. Included are correspondence, reports, and other documentation relating to the National Science Foundation involvement in AID project research activity.	
10150	a. Reports	Permanent. Cut off annually. Hold in office for 3 yrs.s then retire to WNRC. Offer to NARA in 5 year blocks when most recent document is 10 yrs. old. (e.g., in 1987, offer 1973-77 records.)
10160	b. All other documentation.	Cut off annually. Hold in office 3 yrs., then retire to WNRC. Destroy when 10 yrs. old.

XII. ADVISORY COMMITTEE ON VOLUNTARY FOREIGN AID RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12010	<u>Committee Meeting Files</u> General correspondence, copies of meeting agendas, minutes, and other documentation pertaining to the proceedings of the individual meetings. Arranged chronologically. 1 cu. ft. per year.	Permanent. Cutoff annually. Hold in office for 3 yrs.s then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77)
12020	<u>Files on Individual Committee Members</u> Copies of resumes, travel records, and other pertinent administrative records.	Cutoff files when membership is terminated. Hold in office for 1 yr.s then destroy.
12030	<u>Contract Files on Meetings</u> Administrative copies of contracts on the individual meetings (4 per year).	Cutoff files annually. Hold in office for 1 yr., then destroy.

XIII. BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT (BIFAD) RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Meeting Files</u>	
	Files consisting of such records as notices to the Federal Register, agendas and minutes of meetings, discussion papers, transcripts of proceedings, and related correspondence.	
13010	a. Board for International Food and Agricultural Development (composed of 7 Board members from the private sector) meetings files.	Permanent. Cut off annually. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 year blocks when latest record is 10 yrs. old. (e.g., in 1987, offer 1973-77 records.)
13020	b. Joint Committee on Agricultural Research and Development (JCARD) meeting files. JCARD is composed of 20 members and is a subcommittee of the Board.	Permanent. Cut off annually. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 year blocks when latest record is 10 yrs. old. (e.g., in 1987, offer 1973-77 records.)
13030	c. Bi-annual charters for the board, correspondence relating to the charters and amendments to the charter.	Permanent. Cut off files bi-ennially. Hold in office for 3 yrs. Offer to NARA in accumulations of one cubic foot.
13040	<u>Agricultural Projects Case Files</u>	
	Documents accumulated in the initial development of agricultural projects under grants with universities. The official project files on these projects are maintained by the Geographic Bureaus.	Cut off when BIFAD has completed its work on initial project negotiations. Destroy 3 yrs. after cut off.

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>This section lists records of the organization, functional management, and emergency planning of the Agency; administration coordination and relations with other Federal agencies and with cooperative service type organizations of host governments. It also includes paperwork and other management systems and programs records.</p> <p><u>Formal Directives, Procedural and Operating Manuals.</u></p> <p>Formal directives, distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the agency's policies and procedures.</p>		
14010	a. Issuances related to agency program functions.	Permanent. Cut off files annually. Hold in office for 3 yrs. then retire to WNRC. Offer to NARA in 5 year blocks when 20 yrs. old (e.g., offer 1970-74 block in 1995). (GRS 16/1.a)
14020	b. Case files related to (a) above which document important aspects of the development of the issuance.	Cut off files annually. See Item 14010a above. (GRS 16/1.b)
14030	c. Issuances related to routine administrative functions (e.g., payroll, procurement, personnel).	Destroy when superseded or obsolete. (GRS 16/1.c)
14040	d. Case files related to a. and c. above, which document routine aspects of development of the issuance.	Destroy when issuance is destroyed. (GRS 16/1.d)
<p><u>Publications</u></p> <p>Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects.</p>		
14050	a. Record copy with the supporting papers which document the inception, scope and purpose of the project.	Permanent. See Section 1 Items 01390-01410.
14060	b. Working papers and background materials.	Destroy when 1 yr. old. (GRS 16/2.b)

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Records Disposition Files</u>	
	Descriptive inventories, disposal authorizations, schedules, and reports.	
14070	a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt, and related documentation.	Destroy when related records are destroyed, or when no longer needed, whichever is sooner.
14080	b. Extra copies and routine correspondence and memoranda.	Destroy when no longer needed for reference.
14090	c. Working papers and background material.	See item 014180 of this schedule. (GRS 16/11)
	<u>Forms Files</u>	
14100	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Cutoff when related form is discontinued, superseded or cancelled. Destroy 5 yrs. after related form is discontinued, superseded, or cancelled. (GRS 16/4.a)
14110	b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled. (GRS 16/4.b)
14120	<u>Management Improvement Reports</u>	
	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Permanent. Cutoff files annually. Hold in office for 3 yrs. then retire to WNRC. Offer to NARA in 5 yr. blocks when 20 yrs. old. (e.g.s in 1987 offer 1963-67 records.)
	<u>Records Holdings Files</u>	
	Statistical reports of agency holdings including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14130	a. Records held by the office which prepares reports on agency-wide records holdings.	Cutoff annually. Destroy when 3 yrs. old. (GRS 16/6.a)
14140	b. Records held by other offices.	Destroy when 1 yr. old. (GRS 16/6.b)
14150	<u>Project Control Files</u> Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Destroy 1 year after the year in which the project is closed. (GRS 16/7)
14160	<u>Reports Control Files</u> Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Cut off when report is discontinued. Destroy 2 yrs after the reports is discontinued. (GRS 16/8)
14170	<u>Working Papers</u> Project background records, such as studies, analyses, notes, drafts, and interim reports.	Cut off annually. Destroy 6 months after final action on project report or 3 yrs. after completion of report if no final action is taken. (GRS 16/10)
14180	<u>Records Management Files</u> Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records program; and all other aspects of records management not covered elsewhere in this schedule.	Cut off annually. Hold in office 1 yr. retire to WNRC. Destroy when 6 yrs. old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. (GRS 16/11)

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14190	<u>Organizational Files</u>	
	a. Organizational charts and reorganizational studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and project.	Permanent. Cut off files annually. Hold in office for 3 yrs. then retire to WNRC. Offer to NARA in 5 year blocks when 20 yrs. old (e.g., offer 1970-74 block in 1995). (GRS 16/13.a)
14200	b. Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	Permanent. Cut off files annually. Hold in office for 3 yrs. then retire to WNRC. Offer to NARA in 5 yr. blocks when 20 yrs. old (e.g., offer 1970-74 block in 1995). (GRS 16/13.b)
14210	c. Agency histories and selected background materials. Narrative agency histories including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for convenient reference.	Permanent. Cut off files annually. Hold in office for 3 yrs. then retire to WNRC. Offer to NARA in 5 yr. blocks when 20 yrs old (e.g., offer 1970-74 block in 1995). (GRS 16/13.c)
14220	<u>Feasibility Studies</u>	
	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to be proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Cut off files when study is complete. Destroy when the study is 5 yrs. old. (GRS 16/14)

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.s	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14230	<u>Emergency Planning Administrative Correspondence Files</u> Correspondence files relating to administration and operation of the emergency planning program, not covered by Item 1 or elsewhere in this schedule. <u>Emergency Planning Case Files</u> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers.	Cut off files annually. Destroy when 2 yrs. old. (GRS 18/27)
14240	a. One record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Permanent. Cut off when superseded or obsolete. Offer to NARA when 15 yrs. old in 10 yr. blocks (e.g., offer 1970-79 block in 1995). (GRS 18/28.a)

XIV. ADMINISTRATIVE MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14250	b. Case file copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.	Destroy 3 yrs. after issuance of a new plan or directive. (GRS 18/28.b)
14260	<u>Emergency Directives Reference Files</u> Copies of directives and plans issued by the agency (other than those maintained in case files described in Item 16 above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.	Destroy when obsolete or superseded. (GRS 18/29)
14270	<u>Emergency Planning Reports</u> Agency reports or operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of test conducted under emergency plans.	Permanent. Cut off when related plan or directive becomes obsolete or is superceded. Offer to NARA when 15 yrs. old in 10 yr blocks (e.g., offer 1970-79 block in 1995). (GRS 18/30)
14280	<u>Emergency Operations Tests Files</u> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages tests of communications and facilities, and reports (excluding consolidated and comprehensive reports under Item 14270 above)s	Cut off files annually. Destroy when 3 yrs. old (GRS 18.31)

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
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This Section groups together materials regarding the collection, disbursement, and accounting for Agency funds; the operation of accounting and fiscal reporting systems; accounting procedures for special programs; payroll operations and allied functions of a fiscal nature.

Accountable Officer Account Files

Accountable Officers' Files

15010	a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freights records and payroll records described elsewhere in this section. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this section.	Cut off files after period covered by account. Hold in office 3 yrs then retire to WNRC. Destroy 6 yrs and 3 months after period covered by account. (GRS 6/1.3)
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Site audit records include, but are not limited to, the Standard Forms and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transactions as described above.

SF 224, Statement of Transactions
SF 1034, Public Voucher for Purchase and Services
Other Than Personal
SF 1036, Statement of Certificate and Award
SF 1047, Public Voucher for Refunds
SF 1069, Voucher for Allowance at Foreign Post
of Duty
SF 1080, Voucher for Transfer Between Appropriations
and/or Funds
SF 1081, Voucher and Schedule of Withdrawals and
Credits
SF 1096, Schedule of Voucher Deductions
SF 1097, Voucher and Schedule to Effect Correction
of Errors

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	SF 1098, Schedule of Cancelled Checks	
	SF 1113, Public Voucher for Transportation Charges	
	OF 1114, Bill of Collection	
	OF 114A, Official Receipt	
	OF 114B, Collection Voucher	
	OF 1129, Reimbursement Voucher	
	OF 1143, Advertising Order	
	OF 1145, Voucher for Payment Under Federal Tort Claims Act	
	OF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
	OF 1156, Public Voucher for Fees and Mileage	
	OF 1166, Voucher and Schedule of Payments	
	OF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies	
	OF 1218, Statement of Accountability (Foreign Service Account)	
	OF 1219, Statement of Accountability	
	OF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts	
	OF 1221, Statement of Transactions According to Appropriations, Funds and Receipt Accounts (Foreign Service Account).	
15020	b. Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, and excluding freight records covered by Section XX and payroll records covered by Section XV.	Cut off files after period covered by account. Destroy 3 yrs after the period of the account. (GRS 6/1.b)
15030	<u>GAO Exceptions Files</u> General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence. <u>Certificates of Settlement Files</u> Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	Destroy 1 yr. after exception has been reported as cleared by GAO. (GRS 6/2)
15040	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Cut off files after settlement. Destroy 2 yrs. after date of settlement. (GRS 6/3.a)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15050	b. Certificates covering periodic settlements.	Destroy when subsequent certificate of settlement is received. (GRS 6/3.b)
15060	<u>General Fund Files</u> Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 215), other than those records covered by Item 1 of this Section.	Cut off files annually Destroy when 3 yrs. old. (GRS 6/4)
	<u>Accounting Administrative Files</u> Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	
15070	a. Files used for workload and personnel management purposes.	Cut off files annually. Destroy when 2 yrs. old. (GRS 6/5.a)
15080	b. All other files.	Cut files annually. Destroy when 3 yrs. old. (GRS 6/5.b)
	<u>Federal Personnel Surety Bond Files</u> a. Official copies of the bond and attached powers of attorney.	
15090	1) Bonds purchased before January 1, 1956.	Destroy 15 yrs. after bond becomes inactive. (GRS 6/6.a)
15100	2) Bonds purchase after December 31, 1955.	Destroy 15 yrs after the end of the bond premium period. (GRS 6/6.a.(2))
15110	b. Other bonds files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period. (GRS 6/6.b)
15120	<u>Gasoline Sales Tickets</u> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	Cut off files annually. Destroy after GAO audit or when 3 yrs. old, whichever is sooner. (GRS 6/7)

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Telecommunications Records</u>	
15130	a. Originals and copies of toll tickets filed in support of telephone toll call payments.	Cut off files annually. Destroy after GAO audit or when 3 yrs old, whichever is sooner. (GRS 6/8)
15140	b. Originals and copies of telegrams filed in support of telegraph bills.	Cut off files annually. Destroy after GAO audit or when 3 yrs old, whichever is sooner. (GRS 6/9)
15150	<u>Transportation Voucher Files</u> Vouchers identified by "T" prefixed to the voucher and schedule of payment number which involves U.S. Tariff rates.	Cut off files when paid.* Destroy 10 yrs after payment. *Note: Vouchers are sent to GSA for review on monthly basis.
15160	<u>Claims Files</u> Documentation and claimants who suffer loss of property and effects and other loss.	Cut off files when resolved. Hold in office 3 yrs. then retire to WNRC. Destroy 6 yrs. after settlement of claim.
	<u>Expenditure Accounting Files</u>	
15170	<u>Expenditures Accounting General Correspondence and Subject Files</u> Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Cut off files annually. Destroy when 2 yrs. old. (GRS 7/1)
	<u>Accounting Ledgers</u>	
15180	a. General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Cut off files annually. Hold in office 3 yrs. then retire to WNRC. Destroy 6 yrs, 3 months after the close of the fiscal year involved. (GRS 7/2)

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15190	b. Appropriation Allotment Ledgers showing status of obligations and allotments under each authorized appropriation.	Cut off files annually. Hold in office 3 yrs then retire to WNRC. Destroy 6 yrs 3 months after the close of the fiscal year involved. (GRS 7/3)
<u>Expenditure Accounting Posting and Control Files</u>		
Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.		
15200	a. Original records.	Cut off files annually. Destroy when 3 yrs. old. (GRS 7/4.a)
15210	b. Copies.	Cut off files annually. Destroy when 2 yrs old. (GRS 7/4.b)
<u>Stores Plant and Cost Accounting Files</u>		
(See Section XVI. GENERAL SUPPORT SERVICES RECORDS).		
<u>Employee Services Files</u>		
15220	Individual Accounts Files	
	Individual earning and service cards, such as Optional Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NRPCC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF. (b) If not in or filed adjacent to the OPF, destroy 56 yrs. after the date of the last entry on the card. (GRS 2/1)
15230	Payroll Correspondence Files	
	General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Cut off files annually. Destroy when 2 yrs. old. (GRS 2/2)

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<u>Time and Attendance Reports Files</u>	
	a. Forms such as Optional Form 1130 or equivalent.	
15240	1) Payroll preparation and processing copies.	Cut off files annually. Destroy after GAO audit or when 3 yrs. old, whichever is sooner. (GRS 2/3.a.(1))
15250	2) All other copies.	Destroy 6 months after the end of the pay period. (GRS 2/3.a.(2))
15260	b. Flexitime Attendance Records.	
	Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	Cut off files annually. Destroy after GAO audit or when 3 yrs. old, whichever is sooner. (GRS 2/3.b)
15270	<u>Individual Pay Case Files</u>	
	Folders containing documents pertaining to employees pay history including allotments from purchases documents, leave data, SF 50s, payroll change slips, income tax and retirement material, levied and garnishment records and related other documents and correspondence.	Cut off files when employee separates. Hold in office 3 yrs then retire to WNRC. Destroy 7 yrs. after separation of employee.
	(1) NOTE: This item brings together documents pertaining to the pay history of individual employees. The retention period prescribed exceeds those contained in General Records Schedule 2, <u>Payrolling and Pay Administration Records</u> for all of the documents which some agencies do not bring together in one separate record series but rather maintain in several series. The 7 year retention period satisfies all Agency needs for the records based on reference experience over an extended period of time.	

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) See Treasury Fiscal Requirements Manual, para, 60 20.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.	
15280	<u>Bond Registration Files</u> Issuing agent's copies of bond registration stubs.	Cut off files annually. Destroy when 2 yrs. old. (GRS 2/5)
15290	<u>Bond Receipt and Transmittal Files</u> Receipts for transmittals of U.S. Savings Bond and checks.	Destroy 3 months after date of receipt. (GRS 2/6)
15300	<u>Budget Authorization Reference Files</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions. <u>Payroll Files</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013A, SF 1128A, or equivalents.	Destroy when superseded. (GRS 2/12)
15310	a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers. b. All other copies.	Destroy when Federal Record Center receives second subsequent payroll or checklist covering the same payroll unit. (GRS 2/13.a)
15320	1) If earning record card is maintained.	Cut off annually. Destroy after GAO audit or when 3 yrs. old, whichever is sooner. (GRS 2/13.b.(1))
15330	2) If earning record card is not maintained.	Transfer to NPRC, St. Louis, Missouri when 3 yrs. old. Destroy when 10 yrs. old. (GRS 2/13.b.(2))

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
15340	<u>Payroll Control Files</u> Payroll control registers.	Cut off files annually. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2/14)
	<u>Fiscal Schedules Files</u> Memorandum copies of fiscal schedules used in the payroll process.	
15350	a. Copy used in GAO audit.	Cut off files annually. Destroy after GAO audit or when 3 yrs. old, whichever is sooner. (GRS 2/16.a)
15360	b. All other copies.	Destroy 1 month after the end of the pay period. (GRS 2/16.b)
	<u>Administrative Payroll Report Files</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
15370	a. Reports and data used for workload and personnel management purposes.	Cut off files annually. Destroy when 2 yrs. old. (GRS 2/17.a)
15380	b. All other reports and data.	Cut off files annually. Destroy when 3 yrs. old. (GRS 2/17.b)
15390	<u>Insurance Deduction Files</u> Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Cut off files annually. Destroy when 3 yrs. old. (GRS 2/22)
15400	<u>Wage Survey Files</u> Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direc-	Cut off files after completion of wage survey. Destroy after completion of second succeeding wage

XV. FISCAL MANAGEMENT RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	tion, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	survey. (GRS 2/24)
	<u>Loan Services Files</u>	
15410	<u>Loan Files</u> Folders containing loan agreements, loan guaranty documents, selected project implementation letters (PILS), amortization schedules, and related documents pertaining to loans with host countries under foreign aid program.	Cut off files when loan is paid. Hold in office 3 yrs. then retire to WNRC. Destroy 6 yrs 3 months after loan is paid and no claims are outstanding.
	<u>Payment Files</u> These files consist of:	Cut off files when payment is made. Hold in office 3 years then retire to WNRC. Destroy 6 yrs. 3 months after payment.
15420	a. Payment records on grants and contracts, including investment guarantee contracts, with private contractors.	
15430	b. Letters of commitments and related documentation pertaining to program funded projects with host countries.	" "
15440	c. Bank letters of credit.	" "
	<u>Ledgers</u> Investment Guaranty and loan accounting records showing totals of payment activity.	
15450	a. Investment Guaranty Ledger showing amounts of coverage and prepayments for each contract.	Destroy 6 yrs. 3 months after contract termination.
15460	b. Investment Guaranty General Ledger showing monthly totals reflecting activity.	Destroy 6 yrs. 3 months after contract termination.
15470	c. Individual Loan Ledger.	Destroy 6 yrs. 3 months after final payment or determination that loan is uncollectable.

XVI. GENERAL SUPPORT SERVICES RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>This Section groups together records relating to internal service operations; acquisition, allocation, and administration of agency space; building maintenance, safety and protection; administration and accountability for supplies and equipment; motor pool operation and maintenance; library, printing, reproduction, and distribution services provided for Agency internal operating purposes. It does not provide for the disposition of records pertaining to the procurement of items, see <u>XVIII. PROCUREMENT AND CONTRACTING RECORDS.</u></p>		
<p><u>Building Services Records</u></p>		
16010	a. Requisition for nonpersonal services such as laundry, telephone duplicating, and bindings.	Destroy when 1 yr. old. (GRS 3/8)
16020	b. Plant accounting cards and ledgers pertaining to structures.	Destroy when structures leave AID control.
16030	c. Requests for building and equipment maintenance, moving service, and electrical (including renovation), except fiscal copies.	Destroy 2 yrs. after completion of work or cancellation of requisition. (GRS 3/9.■)
<p><u>Building Protection Records</u></p>		
16040	a. Security check on lock cabinet forms, record of personnel opening and closing combination or lock files or vaults each day, or performing room security check at close of day.	Destroy when 1 yr. old. (GRS 18/19)
16050	b. Copies of security inspections of Government and privately owned buildings.	Destroy when 4 yrs. old. (GRS 18/10 and 11)
16060	c. Copies of investigative reports of fires or other property damage and reports of minor building damage.	Destroy when 2 yrs. old. (GRS 18/12)
	d. Material regarding accountability of keys issued	
16070	1) For security area	Destroy 3 yrs. after turn-in of key. (GRS 18/17.■)
16080	2) For nonsecure areas	Destroy 6 months after turn-in of key. (GRS 18/17.■)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16090	e. Registers or logs of visitors admitted to security areas.	Destroy 2 yrs. after final entry or 2 yrs. after date of document, as appropriate. (GRS 18/18.b)
16100	<u>Building and Occupant Safety Records</u> Material regarding protection of buildings and occupants from damage or injury. Includes fire drills, civilian defense measures such as designation of shelter areas, etc. <u>Telephone Use Records</u>	Cut off files annually. Destroy when 3 yrs. old.
16110	a. General correspondence on telephone and radio service, not involving interagency agreements.	Cut off files annually. Destroy when 3 yrs. old. (GRS 12/2.b)
16120	b. Interagency agreements for AID use of telephone facilities.	Cut off files after termination of agreement. Destroy 2 years after termination of agreement. (GRS 12/2.e)
16130	c. Telephone installation or service general files.	Destroy when 3 yrs. old. (GRS 12/2.b)
16140	d. Telephone statements and toll slips.	Dispose of with covering voucher. (GRS 6/8)
16150	e. Telephone directories.	Destroy when superseded or obsolete. (non-record)
	<u>Equipment and Supplies Records</u>	
16160	a. General routine correspondence regarding receipt, transfer, and assignment of personal property.	Cut off files annually. Destroy when 2 yrs. old. (GRS 3/3 and 4/4)
16170	b. Requisitions for supplies and equipment from current inventory.	Cut off files when order is complete.
16180	1. Stockroom Copies	Destroy 2 yrs. after completion of order. (GRS 3/9.a)
16190	2. Requesting office copy	Destroy when 6 months old. (GRS 3/9.b)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16200	c. Requisition Register showing receipt and progress of pending requisitions.	Cut off files annually. Destroy when 2 yrs. old.
16210	d. Inventory listings of supplies and equipment.	Cut off files when equipment is transferred. Destroy 2 yrs. after date of list. (GRS 3/9.a)
16220	e. Reports of surveys of personal property.	Cut off files annually. Destroy when 2 yrs. old. (GRS 4/4)
16230	f. Property pass files authorizing removal to persona custody of government property.	Destroy 3 months after return of property. (GRS 18/13)
16240	g. Files of Reports of Excess Personal Property (SF 120) and correspondence relating to personal property disposal.	Cut off files annually. Destroy when 3 yrs. old. (GRS 4/5)
16250	h. Quarterly Utilization and Disposal of Excess and Surplus Personal Property Reports.	Cut off files annually. Destroy when 3 yrs. old. (GRS 4/5)
16260	i Excess Property Disposal Record, describing model number, acquisition cost, and market value.	Cut off files annually. Destroy when 3 yrs. old. (GRS 4/5)
	j. Case files on sales of surplus property, comprising invitations, bids, acceptance, listings of materials, evidence of sales, and related correspondence:	
16270	1) Transactions of \$10,\$00 or less.	Cut off files after final payment. Destroy 3 yrs. after final payment.
16280	2) Transactions of more than \$10,\$00.	Cut off files after final payment. Destroy 6 yrs. after final payment.
16290	3) Transactions of more than \$25,000 which represent departure from established sales or disposal procedures.	Send report of files to M/SER/MO/PA/RM.
16300	k. Material documenting ownership or custody of aircraft by AID, including assignment to a particular overseas office, flight plan summary, detachment and disposition.	Destroy 5 yrs. after aircraft leaves AID control.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16310	1. Invoices and related files used for stores accounting, including returns and reports.	Cut off files annually. Destroy when 3 yrs. old. (GRS 8/3)
16320	m. Listings and work papers used in accumulating stores accounting data.	Cut off files annually. Destroy when 2 yrs. old. (GRS 8/5)
16330	n. Plant accounting cards, reports, ledgers, and inventories covering household type equipment and furnishings.	Destroy 3 yrs after item is withdrawn from plant account. (GRS 8/6)
16340	o. Plant accounting reports, ledgers, and inventories covering office equipment and furnishings.	Destroy 3 yrs after item is withdrawn from plant account. (GRS 8/6)
16350	p. General administrative correspondence relating to acquisition, use, and release of office equipment and furnishings.	Cut off files annually. Destroy when 3 yrs. old.
<u>Library Service Files</u>		
16360	a. General correspondence regarding library operation and service.	Cut off files annually. Destroy when 2 yrs. old.
16370	b. Library accession records showing publications received.	Destroy when no longer needed.
16380	c. Control cards for items charged from library.	Destroy when no longer needed.
<u>Motor Pool Operation Files</u>		
16390	a. Annual Motor Vehicle Report (SF 82) and other reports regarding vehicles and motor pool operations.	Cut off files annually. Destroy when 4 yrs. old. (GRS 10/4)
16400	b. Material regarding motor vehicle accidents.	Cut off files after close of case. Destroy 6 yrs. after close of case. (GRS 10/5)
16410	c. Vehicle Dispatch Register, showing time, destination, and driver of vehicle, or individual trip tickets reflecting use of vehicles (except copies used in collection of funds).	Destroy when 1 year old.
16420	d. Correspondence regarding on individual vehicles.	Cut off files annually. Destroy when 2 yrs. old. (GRS 10/1)

XVI. GENERAL SUPPORT SERVICES RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16430	e. Operating records on individual vehicles.	Destroy when 3 months old. (GRS 10/2.a)
16440	f. Maintenance records on individual vehicles.	Destroy when 1 yr. old. (GRS 10/2.b)
16450	g. Material regarding individual employee operation of Government-owned vehicles, including application forms, drivers' tests, authorization to use, and safe-driving awards.	Destroy 3 yrs. after separation of employee or 3 yrs. after recision or expiration of permit, whichever is earlier. (GRS 10/7)
16460	h. Vehicle Release files, including Certification of Release, or evidence of sale, transfer or exchange.	Cut off files when vehicle leaves AID control. Destroy 4 yrs. after vehicle leaves AID custody. (GRS 10/6)
<u>Reproduction and Distribution Services Files</u>		
16470	a. Correspondence pertaining to printing and distribution unit regarding administration and operation of the office.	Cut off files annually. Destroy when 2 yrs. old. (GRS 13/2)
16480	b. Agency reports to Joint Committee on Printing regarding operation and equipment inventories of printing facility.	Cut off files annually. Destroy when 2 yrs. old. (GRS 13/6)
16490	c. Control registers, logs and forms pertaining to requisitions and work orders for printing.	Cut off files annually. Destroy when 1 yr old. (GRS 13/4)
16500	d. Requisitions for printing, binding, etc., to Government Printing Office: 1) Copy of requisition, invoice, specification, and related papers.	Cut off files on completion or cancellation. Destroy 3 yrs. after completion or cancellation or order.

XVI. GENERAL SUPPORT SERVICES RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	e. Job or project case files covering planning and execution of duplication, collating, and binding (except GPO jobs, for which see above)s	
16510	1) Jobs performed by Agency.	Cut off files annually. Destroy when 1 yr. old. (GRS 13/3.a)
16520	2) Commercial contract jobs.	Cut off files annually. Destroy when 6 yrs. old. (GRS 3/4)
	f. Mailing and distribution lists and related material:	
16530s	1) Correspondence, request forms, and other records regarding changes to mailing lists.	Destroy after revision of list. (GRS 13/5.a)
16540	2) Card lists.	Destroy individual cards when cancelled or revised. (GRS 13/5.b)
16550	3) Plate or stencil lists (including the plate or stencil).	Destroy when cancelled or revised. (GRS 13/5.c)
	<u>Space Files</u>	
16560	a. General correspondence files of the office responsible for space and maintenance matters, including warehousing, pertaining to its own operation and administration.	Cut off files annually. Destroy when 2 yrs. old. (GRS 11/1)
	b. Records regarding allocation, utilization, occupancy, and release of space under AID control:	
16570	1) Building plans and related records utilized in space planning, assignment, and adjustment.	Destroy 2 yrs. after termination of assignment, when lease is cancelled, or when plans are superseded or obsolete (GRS 11/2.a)
16580	2) Cards on individual occupants.	See b. 1) above.
16590	c. Space reports including but not limited to Annual Report of Real Property Owned by U.S.S. Government (SF 1166), listing land, buildings, and other facilities,	Cut off files annually. Destroy when 3 yrs. old. (GRS 11/2.b(1))

XVI. GENERAL SUPPORT SERVICES RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	Non-Residential Real Property Report, Summary of Number of Installations owned by United States as of end of fiscal year (GSA Form 1209), Quarterly Agency Space Report (D.C. and adjacent areas), providing current information on AID utilization of space in and around D. C., General Purpose and Other Space Managed by GSA (GSA Form 1731) -- estimated amounts to be transferred to GSA to finance space for expansion and other purposes, etc.	
16600	d. Records documenting Agency use, custody, or rental of office space, indicating square footage held, organizational component in the space, dates of occupancy, and location or address.	Destroy 2 yrs. after termination of occupancy.
16610	e. Lease files on domestic and overseas offices. Copies of leases, renewals, termination notices, and related papers.	Cut off files when lease terminates. Destroy 3 yrs. after lease terminates or is cancelled, or 3 yrs. after conclusion of litigation (if any) whichever is later.
16620	f. Papers used in space planning, assignment, and adjustment, including space requests, surveys, floor plans, moving schedules, and issuance of passes and permits (to conference rooms, dining rooms, etc.).	Destroy 2 yrs. after space is released. (GRS 11/1)
16630	<u>Real Property Files</u> Title papers documenting the acquisition and disposition overseas real property (by purchase, donation, exchange, or otherwise) including abstract or certification of title or equivalent and related correspondence.	Permanent. Cut off at end of FY when inventory is disposed of, transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.

XVII. PERSONNEL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>This Section covers all phases of personnel administration, including position classification and standards; recruitment, appointment, placement and separation of employees; employee-management relations and necessary personnel services; programs; and conditions of employment.</p> <p><u>Official Personnel Folders</u></p> <p>Folders on Civil Service and Foreign Service AID employees. These records are designated as property of the Civil Service Commission and are maintained in accordance with the Federal Personnel Manual:</p>		
17010	a. All copies of correspondence and forms maintained as temporary records on the left side of the folder, in accordance with FPM.	Destroy upon transfer or separation of employee or when 1 yr. old, whichever is sooner. (GRS 1/10)
17020	b. Folders of employees transferring to another agency.	See Federal Personnel Manual. (GRS 1/1.b(1))
17030	c. Folders of separated employees.	Transfer to inactive files upon separation, and forward to Federal Records Center, St. Louis, within: 1. 6 months for FS employees. 2. 30 days for GS employees. (GRS 1/1) (GRS 1/1.b.(2))
17040	<u>Service Record Cards</u> Service Record Card (Standard Form 7 or its equivalent).	
17040	a. Cards for employees separated or transferred on or before December 31, 1947.	Transfer to NPRC (CPR), St. Louis, Missouri. Destroy 60 yrs. after earliest personnel action date. (GRS 1/2.a)
17050	b. Cards for employees separated or transferred on or after January 1, 1948.	Cut off when employee separates. Destroy 3 yrs. after separation or transfer of employee. (GRS 1/2.b)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17060	<u>Personnel Correspondence Files</u> Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. <u>Offers of Employment Files</u> Correspondence, letters, and telegrams offering appointments to potential employees.	Cut off files annually. Destroy when 3 years old. (GRS 1/3)
17070	a. Accepted offers. b. Declined offers.	Destroy immediately. (GRS 1/4.3)
17080	1) When name is received from certificate of eligibles.	Return to OPM with reply and application. (GRS 1/4.b.1)
17090	2) Temporary or excepted appointment.	File inside application (see item 15 of this section.) (GRS 1/4.b(2))
17100	3) All others.	Destroy immediately. (GRS 1/4.b(3))
17110	<u>Certificate of Eligibles Files</u> Certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/5)
17120	<u>Employee Record Cards</u> Employee record cards used for informational purposes outside personnel office (such as SF 7-B).	Destroy on separation or transfer of employee. (GRS 1/6)
	<u>Position Classification Files</u> a. Position Classification Standards Files.	
17130	1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate position within the agency.	Destroy when superseded or obsolete. (GRS 1/7.a.(1))

XVII. PERSONNEL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	2) Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.	
17140	(a) Case File.	Cut off when position is abolished. Destroy 5 yrs. after position is abolished or description is superseded. (GRS 1/7.a.(2)(a))
17150	(b) Review File.	Destroy when 2 yrs. old. (GRS 1/7.a.(2)(b))
	b. Position Descriptions.	
	Files describing established positions including information on title, series, grade, duties and responsibilities.	
17160	1) Record copy.	Cut off when position is abolished. Destroy 5 yrs. after position is abolished or description is superseded. (GRS 1/7.b.(1))
17170	2) All other copies.	Destroy when position is abolished or description superseded. (GRS 1/7.b.(2))
	c. Survey Files.	
17180	1) Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports.	Cut off files annually. Destroy when 3 yrs. old or 2 yrs. after regular inspection, whichever is sooner. (GRS 1/7.c.(1))
17190	2) Inspection, Audit and Survey File. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded. (GRS 1/7.c.(2))

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Appeals Files.	
17200	Case files relating to classification appeals.	Cut off when case is closed. Destroy 3 yrs. after case is closed. (GRS 1/7.d)
17210	<u>Interview Records</u> Correspondence, reports and other records relating to interviews with employees.	Destroy 6 months after transfer or separation of employee. (GRS 1/8)
17220	<u>Performance Ratings Board Case Files</u> Copies of case files forwarded to OPM relating to performance rating board reviews.	Cut off files when case is closed. Destroy 1 year after case is closed. (GRS 1/9)
17230	<u>Temporary Individual Employee Records</u> All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31.	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. (GRS 1/10)
17240	<u>Position Identification Strips</u> Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Destroy when position is cancelled or new strip is prepared. (GRS 1/11)
	<u>Employee Awards Files</u>	
	a. General awards records.	
17250	1) Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Cut off files after approval/disapproval. Destroy 2 yrs. after cutoff. (GRS 1/12.a.(1))
17260	2) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/12.a.(2))

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17270	b. Length of Service and Sick Leave Awards Files. Records including correspondence, memoranda, reports, computations or service and sick leave, and list of awardees.	Cut off files annually. Destroy when 1 yr. old. (GRS 1/12.b)
17280	c. Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/12.c)
17290	d. Lists or Indexes to Agency Award Nominations. Lists of nominees and winners, and indexes of nominations.	Destroy when superseded or obsolete. (GRS 1/12.d)
17300	<u>Incentive Awards Program Reports</u> Reports pertaining to the operation of the Incentive Awards Program.	Cut off files annually. Destroy when 3 yrs. old. (GRS 1/13)
	<u>Notifications of Personnel Actions</u> Standard Form 50 documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders.	
17310	a. Chronological file copies, including fact sheets, maintained in personnel offices.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/14.a)
17320	b. All other copies maintained in personnel offices.	Cut off files annually. Destroy when 1 yr. old. (GRS 1/14.b)
17330	<u>Employment Applications</u> Applications (Standard Form 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the Official Personnel Folder (see item 1 above).	Destroy upon receipt of OPM inspection report or when 2 yrs. old, whichever is earlier, provided the requirements of the Federal Personnel Manual Chapter 333, Section A-4, are observed. (GRS 1/15)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17340	<u>Personnel Operations Statistical Reports</u> Statistical reports in the operating personnel office and subordinate units relating to personnel management activities within the agency. <u>Correspondence and Forms Files</u> Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/16)
17350	a. Correspondence and forms relating to pending personnel actions. b. Retention Registers.	Destroy when action is completed. (GRS 1/17.a)
17360	1) Registers from which reduction-in-force actions have been taken.	Cut off files annually. Destroy when 2 yrs. old. (GRS 1/17.b.(1))
17370	2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete. (GRS 1/17.b.(2))
17380	c. All other correspondence and forms.	Destroy when 6 months old. (GRS 1/17.c)
17390	<u>Medical Case Files</u> Consist of medical histories, examinations, including laboratory reports, hospital reports and clinical interviews, and other material pertaining to Foreign Service employees and their eligible dependents and employees of other Government agencies who are participating in the medical and health programs of the Department of State.	Cut off when employee separates. Retire to NPRC St. Louis, MO.s 2 yrs. after separation. Destroy 17 yrs. after separation or last action. (NCl-59-76-12, item 1a) (Disposal suspended per GSA FPMR Bulletin B112, August 5, 1981.)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<u>Employee Performance File System Records</u>		
a. Non-SES appointees (as defined in 5 USC 4301(2)).		
17400	1) Appraisals of unacceptable performance, a notice of proposed demotion or removal is issued but not effected, and all related documents.	Cut off files after the employee completes 1 yr. of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice. (GRS 1/23.a.(1))
17410	2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy upon supersession. (GRS 1/23.a.(2))
17420	3) Performance-related records pertaining to a former employee.	Cut off files annually. Destroy when 3 yrs. old or when no longer needed, whichever is sooner. (GRS 1/23.a.(3))
17430	4) All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.	Cut off files after date of appraisal. Destroy 3 yrs. after date of appraisal. (GRS 1/23.a.(4))
17440	5) Supporting documents.	Cut off files after appraisal. Destroy 3 yrs after date of appraisal or when no longer needed, whichever is sooner. (GRS 1/23.a.(5))
b. SES appointees (as defined in 5 USC 3132a(2)).		
17450	1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy upon supersession. (GRS 1/23.b.(1))
17460	2) Performance-related records pertaining to a former SES appointee.	Disposition pending. (GRS 1/23.b.(2))
17470	3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based.	Cut off files after appraisal. Destroy 5 yrs after date of appraisal, exclusive of any interim service as a Presidential appointee. (GRS 1/23.b.(3))

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17480	4) Supporting documents.	Cut off files after appraisal. Destroy 5 yrs after date of appraisal or when no longer needed, whichever is sooner. (GRS 1/23.b.(4))
17490	c. Presidential appointees.	Disposition pending. (GRS 1/23.s)
	<u>Financial Disclosure Reports</u>	See VI. <u>LEGISLATIVE AND LEGAL AFFAIRS RECORDS.</u> (GRS 1/25)
	<u>Equal Employment Opportunity Records</u>	
17500	a. Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetins, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	Cut off files after resolution of case. Destroy 4 yrs after resolution of case. (GRS 1/26.a)
17510	b. Copies of Complaint Case Files Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Destroy 1 yr. after resolution of case. Destroy 2 yrs after final resolution of case. (GRS 1/26.c)
17520	c. Background Files Background records not filed in the Official Discrimination Complaint Case Files.	Cut off files after resolution of case. Destroy 2 yrs after final resolution of case. (GRS 1/26.c)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	d. Compliance Records	
17530	1) Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.	Cut off files annually. Destroy when 7 yrs. old. (GRS 1/26.d.(1))
17540	2) EEO Compliance Reports.	Cut off files annually. Destroy when 3 yrs. old. (GRS 1/26.d.(2))
17550	e. Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Cut off files annually. Destroy when 1 yr. old. (GRS 1/26.e)
17560	f. Employment Statistics Files. Employment statistics relating to race and sex.	Cut off files annually. Destroy when 5 yrs. old. (GRS 1/26.f)
17570	g. EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any	Cut off files annually. Destroy when 3 yrs. old, or when superseded or obsolete
	d. Compliance Records	
17580	1) Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.	Cut off files annually. Destroy when 7 yrs. old. (GRS 1/26.d.(1))
17590	2) EEO Compliance Reports.	Cut off files annually. Destroy when 3 yrs. old. (GRS 1/26.d.(2))
17600	e. Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Cut off files annually. Destroy when 1 yr. old. (GRS 1/26.e)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17560	f. Employment Statistics Files. Employment statistics relating to race and sex.	Cut off files annually. Destroy when 5 yrs. old. (GRS 1/26.f)
17570	g. EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.	Cut off files annually. Destroy when 3 yrs. old, or when superseded or obsolete. whichever is applicable. (GRS 1/26.g)
	h. EEO Affirmative Action Plans (AAP).	
17580	1) Agency copy of consolidated AAP(s).	Destroy 5 yrs. from date of plan. (GRS 1/26.h.(1))
17590	2) Agency feeder plan to consolidated AAP(s).	Destroy 5 yrs. from date of feeder plan or when administrative purposes have been serviced, whichever is sooner. GRS 1/26.h.(2)
	<u>Personnel Counseling Records</u>	
17600	a. Counseling Files. Reports of interviews, analyses and related records.	Cut off files after termination of counseling. Destroy 3 yrs. after cut off. (GRS 1/27.a)
17610	b. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.	Cut off files annually. Destroy when 3 yrs. old. (GRS 1/27.b)
17620	<u>Standards of Conduct Files</u> Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded. (GRS 1/28)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<u>Labor Management Relations Records</u>		
	a. Labor Management Relations General and Case Files.	
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:	
17630	1) Office negotiating agreement.	Cut off files annually. Destroy when 5 yrs. olds (GRS 1/29.a.(1))
17640	2) Other offices.	Destroy when superseded or obsolete. (GRS 1/29.a.(2))
17650	b. Labor Arbitration General and Case Files.	
	Correspondence, forms, and background papers relating to labor arbitration cases.	Cut off files after resolution of case. Destroy 5 yrs. after final resolution of case. (GRS 1/29.b)
<u>Training Records</u>		
	a. Training Aids.	
17660	1) One copy of each manual, syllabus, textbook, and other training aid developed for Agency specific training.	Permanent. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
17670	2) Training aids developed for administrative or facilitative training (Wang, Mgt.).	Destroy when superseded.
	b. General file of agency-sponsored training.	
17680	1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Cut off files annually or after completion of training. Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program. (GRS 1/30.b.(1))
17690	2) Background and workpapers.	Cut off files annually. Destroy when 3 yrs. old. (GRS 1/30.b.(2))

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17700	c. <u>Employee training.</u> Correspondence, memoranda , reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Cut off files annually. Destroy when 5 yrs. old or when superseded or obsolete whichever is sooner. (GRS 1/30.c)
17710	d. <u>Course Announcement Files</u> Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	Destroy when superseded or obsolete. (GRS 1/30.d)
	<u>Grievance, Disciplinary and Adverse Action Files</u>	
17720	a. <u>Grievance, Appeals Files (5 CFR 771)</u> Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Cut off files when case is closed. Destroy 3 yrs. after case is closed. (GRS 1/31.a)
17730	b. <u>Adverse Action Files (5 CFR 752)</u> Case files and related records created in reviewing and adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand.	Cut off files when case is closed. Destroy 4 yrs. after case is closed. (GRS 1/31.b)
17740	<u>Personal Injury Files</u> Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Official Personnel Folder and copies submitted to the Department of Labor.	Cut off files annually. Destroy when 5 yrs. old. (GRS 1/32)

XVII. PERSONNEL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
17750	<u>Merit Promotion Case Files</u> Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.	Cut off files when case is closed. Destroy 2 yrs. after the personnel action has been audited by OPM, whichever is sooner. (GRS 1/33).

XVIII. PROCUREMENT AND CONTRACTING RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>This Section covers records pertaining to AID operations regarding procurement of commodities, services, and supplies for Agency assistance programs and for administrative needs.</p>		
18010	<u>Unique Procurement Files</u> Procurement files (as in Item 4, below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs. <u>Real Property Files</u> (See Section XV. <u>GENERAL SUPPORT SERVICES RECORDS</u> , Item 16630)	Send report of files to M/SER/MO/PA/RM
18020	<u>General Correspondence Files</u> Correspondence files of operating procurement units concerning internal operations and administration matters not covered elsewhere in this schedule. <u>Routine Procurement Files</u> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, 13 and 15). a. Procurement or purchase organization copy, and related papers.	Cut off files annually. Destroy when 2 yrs. old. (GRS 3/3)
18030	1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.	Hold in office 3 yrs. then retire to WNRC. Cut off files after final payment. Destroy 6 yrs. and 3 months after final payment. (GRS 3/4.3)
18040	2) Transactions of \$25,000 or less and construction contracts under \$2,000.	Cut off files after final payment. (Close file at the end of the fiscal year, retain 3 yrs. and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)

XVIII. PROCUREMENT AND CONTRACTING RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
18050	b. Obligation copy.	Destroy when funds are obligated.
18060	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.
<u>Supply Management Files</u>		
Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
18070	a. Copies received from other units for internal purposes or for transmission to staff agencies.	Cut off files annually. Destroy when 2 yrs. old. (GRS 3/5.a)
	b. Copies in other reporting units, and related work papers.	Cut off files annually. Destroy when 1 yr. old. (GRS 3/5.b)
<u>Solicited and Unsolicited Bids and Proposals Files</u>		
18090	a. Successful bids and proposals.	Destroy with related contract case files (see item 4 above). (GRS 3/6.a)
	b. Solicited and unsolicited unsuccessful bids and proposals.	
18100	1) When filed separately from contract case files.	Destroy when related contract is completed. (GRS 3/6.b.(1))
18110	2) When filed with contract case files.	Destroy with related contract case files (see item 4 above). (GRS 3/6.b.(2))

XVIII. PROCUREMENT AND CONTRACTING RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	c. Cancelled Solicitations Files.	
18120	1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Request for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, and offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	Cut off files after date of cancellation. (GRS 3/6.c.(1))
18130	2) Unopened Bids.	Return to bidder. (GRS 3/6.c.(2))
18140	<u>Telephone Records</u> Telephone statements and toll slips.	Destroy 3 yrs. after period covered by related account. (GRS 3/11)
18150	<u>Contractors' Payroll Files</u> Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	Cut off files annually. Destroy 3 yrs. after date of completion of contract unless contract performance is subject of enforcement action on such date. (GRS 3/12)
18160	<u>Tax Exemption Files</u> Tax exemption certificates and related papers.	Destroy 3 yrs. after period covered by related account. (GRS 3/13)
18170	<u>Contractor's Statement of Contingent or Other Fees</u> Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. (GRS 3/20)

XIX. SECURITY AND INSPECTOR GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<p>The records described in this Section pertain to security and protective services created a) to control and protect classified information and government facilities from unauthorized entry, sabotage or loss and b) to determine the future and loyalty of individuals employed by the government; and records accumulated by the Inspector General's Office pertaining to inspections, investigations and audits performed to ensure agency-wide compliance with Federal law and regulations and agency regulations; to reduce waste and fraud and to improve agency operations.</p> <p><u>Security Files</u></p>	
19010	<p><u>Identification Unit Files</u></p> <p>These files contain Agency Employee ID photos and cards. The cards are renewed and new photos made periodically (5 years).</p> <p><u>Personnel Security Clearance Files</u></p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.</p>	<p>Destroy when IDs are renewed or after termination of employee, whichever is sooner.</p>
19020	<p>a. Case files documenting the processing of investigations on employees or applicants for employment, whether or to a security clearance is granted, and other persons, such as those performing work for the Agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include; questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigation agency.</p>	<p>Destroy upon notification of death or not later than 5 yrs after separation or transfer of employee or not later than 5 yrs after contract relationship expires, whichever is applicable. (GRS 18/23.a)</p>
19030	<p>b. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.</p>	<p>Destroy in accordance with the investigating agency instructions. (GRS 18/23.b)</p>
19040	<p>c. Index to the Personnel Security Case Files.</p>	<p>Destroy with related case file. (GRS 18/23.c)</p>

XIX. SECURITY AND INSPECTOR GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
19050	<u>Personnel Security Clearance Status Files</u> Lists or rosters showing the current security clearance status of individuals. <u>Security Violations Files</u> Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.	Destroy when superseded or obsolete. (GRS 23/24)
19060	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determinations, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	Destroy 5 yrs. after close of case. (GRS 23/25.Ⓐ)
19070	b. All other files, exclusive of papers placed in official personnel folders.	Destroy 2 yrs after completion of final action or when no longer needed, whichever is sooner. (GRS 23/25.b)
	<u>Contractor Security Clearance Files</u> Files of institutions and organizations performing work of the agency, under contract, they require an approval before having access to government facilities or to sensitive data.	
19080	a. <u>University Contracts Files</u> Contract folders containing records of release information (review of personnel), resumes, record check requests, name check request, request for approval for building pass and other related papers.	Destroy 5 yrs. after contract relationship expires.
19090	b. <u>Firms and Organizations</u> Files contain: Security investigative reports, credit reports, Dunn & Bradstreet reports, letters, memoranda, name check requests, record checks, request for clearance and other related documents.	Destroy 5 yrs after contract relationship expires.

XIX. SECURITY AND INSPECTOR GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
19100	<u>Investigators Working Files</u> These files are used as reference material by the investigators in preparation of cases. Files may contain extra copies of memos, letters, drafts, reports, telegrams, and other personal notes. The official documentation is maintained in the office of Security Official files. <u>Investigations, Inspections and Audit Files</u>	Destroy when no longer needed for reference. (non-record)
19110	<u>Official IG/II Case Files</u> This series documents the official inspection and investigation cases of the office of Investigations and Inspections. The files contain report of investigations and inspections including violations of title 18 and or other criminal or civil matters affecting the United States, possible violations of A.I.D. regulations, and other related documents.	Cut off file after case is closed. Hold in office space for 2 yrs.s then retire to WNRC. Destroy when 15 yrs. old. (GRS 25/3.b)
19120	<u>Audit Reports File</u> The series consist of individual audit case files which are filed by unique audit sequence numbers. The case files consist of the audit report, correspondence, memoranda, audit recommendations, and response thereto.	Close file after compliance with recommendations. Hold for 1 yr.s then retire to WNRC. Destroy when 6 yrs. old. (GRS 25/4)
19130	<u>Audit Recommendation Files</u> This series is a follow up system on outstanding replies to audit reports and is used to assure appropriate implementation of recommendations. The series contains both open and closed recommendation files.	a. Open Recommendations- Close file upon compliance. Destroy when 5 yrs. old. b. Closed Recommendations- Destroy when 5 yrs. old.
19140	<u>Inspectors Working Files</u> This series covers reference material used by the Inspectors in conducting investigation and inspections. The official case files are maintained by the IG/II file room.	Destroy when no longer needed for reference. (non-record)
19150	<u>Program Subject Files</u> Subjects pertaining to A.I.D. program and/or functions for which the office exist.	Cut off at end of fiscal year. Destroy when 5 yrs. old. (NC1-286-85-7)

XX. TRAVEL AND TRANSPORTATION RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<p>This Section covers records pertaining to the movement of goods and persons under Government orders. The recordkeeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office <u>Policy and Procedures Manual</u>. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by items in Section <u>XV. FISCAL MANAGEMENT FILES</u>.</p>	
	<p><u>Freight Files</u></p>	
	<p>Records relating to freight consisting of export certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.</p>	
20010	a. Issuing office memorandum copies other than those identified in 1d.	Cut off files after period covered by account. Destroy 3 yrs. after the period of the account. (GRS 9/1.a)
20020	b. All other copies.	Cut off files annually. Destroy when 1 yr. old. (GRS 9/1.b)
20030	c. Registers and control records other than those identified in 1d.	Cut off files annually. Destroy when 3 yrs. old. (GRS 9/1.c)
20040	d. Records, including registers and control reports, on international shipments of household goods moved by freight forwarders.	Cut off files after period covered by account. Destroy 6 yrs. after the period of the account. (GRS 9/1.d)
20050	<p><u>Lost or Damaged Shipments Files</u></p> <p>Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.</p>	Cut off files annually. Destroy when 3 yrs. old. (GRS 9/2)

XX. TRAVEL AND TRANSPORTATION RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<u>Passenger Transportation Files</u>		
Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.		
20060	a. Issuing office memorandum copy.	Cut off files annually. Destroy when 3 yrs. old. (GRS 9/3.a)
20070	b. Obligation copy.	Destroy when funds are obligated. (GRS 9/3.b)
20080	c. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use. (GRS 9/3.c)
<u>Passenger Reimbursement Files</u>		
Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.		
20090	a. Travel administrative office files.	Cut off files annually. Destroy when 3 yrs. old. (GRS 9/4.a)
20100	b. Obligation copies.	Destroy when funds are obligated. (GRS 9/4.b)
<u>General Travel and Transportation Files</u>		
20110	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Cut off files annually. Destroy when 2 yrs. old. (GRS 9/5.a)
20120	b. Accountability records.	Destroy 1 yr after all entries are cleared. (GRS 9/5.b)