

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-286-85-4	DATE RECEIVED 10-18-84
1. FROM (Agency or establishment) Agency for International Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Robert E. Gibson			
5. TELEPHONE EXT. 235-2113		DATE 7-10-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Banks</i>
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 42 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 8/14/84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Gibson</i>	D. TITLE Agency Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>This Request for Records Disposition Authority is a proposed comprehensive records control schedule with index (attachment 1) for records that accumulate in overseas offices, principally USAID Missions (USAIDs) of the Agency for International Development (AID).</p> <p>The request supersedes <u>all</u> previous SF 115s for overseas records submitted to the National Archives and Records Services by AID and its predecessor agencies. Archives Job NN165-58 cover the bulk of the records but all series of program records in WNRC are carried as "U" with the exception of reading and cable files and participant training records. The NARS disposal citations for those records are indicated below the item number in the draft schedule (attachment 2). The schedule items are formatted on the request to conform to the scheme of the Agency's Handbook 21 on records disposition. Chapters 02-07 cover the USAIDs program records and Chapters 08-17 apply to the purely administrative or housekeeping records. Except for items 14001 a), b) and c), 16004 a), b) and c), 16006, 16007, 16008, 16009, 17006, and the entire Chapter 09, <u>Audit, Inspection and Investigation Records</u>, the <u>Administrative Records</u>, Chapter 08 and 10-17 contain items taken from the General Records Schedules (GRS). The retention periods that have been established for these records series in the GRS have been followed,</p>		

*copies to agency,
NCF, NMF, NAI
7-14-87*

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REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE 2 OF 2
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	<p>except for the items listed on attachment 2, titled <u>Exceptions to the General Records Schedules</u>. GRS citations are cited as applicable on attachment 1 below the item numbers.</p> <p>Since some series of USAID records are sent to AID, Washington, the ultimate disposition instructions will be stated on the AID, Washington schedule which currently is being revised; the disposition standards shown on the USAID schedule (attachment 1) therefore provide instructions solely for the use of personnel in the overseas offices.</p> <p>Important and significant program activities of USAIDs are adequately documented, for the most part, in records at higher agency levels and, therefore, none of the subject files and project records have been designated for retention at the Archives.</p>		

USAID RECORDS DISPOSITION SCHEDULE

CHAPTER INTRODUCTION

01001 Purpose: The Records Disposition Schedule contained in this appendix constitutes the sole authority for the retention and disposition of records at U.S.A.I.D. Missions, except in emergencies (see Paragraph 01009). Guidelines and procedures for implementing a records disposition program are given in Chapter 4, Handbook 21. Some information is repeated below for the convenience of the schedule user.

01002 Application of Schedule: A.I.D. Principal Officers are responsible for the proper application of disposal authorizations to records in their custody. Any questions concerning a disposal authorization or its application should be referred to the Records Management Branch A.I.D./W, M/SER/MO/PA/RM.

a. Scope: The disposal authorizations contained in this schedule apply to records of the type described regardless of the physical location at the U.S.A.I.D., e.g., central files; officially decentralized files; or working files. The authorizations apply to both classified and unclassified records unless otherwise specified. Care should be exercised in applying the schedule. If the U.S.A.I.D. finds it necessary or desirable to retain records for either a shorter or longer period of time than that prescribed in the schedule, it must seek authorization from the Records Management Branch. Such requests should provide a detailed justification for the exception.

b. Exceptions: Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be destroyed under any disposal authorizations until such claims, demands, or accounts have been settled and adjusted in the General Accounting Office, except upon written approval of the Comptroller General of the United States. Records having value in connection with any pending or prospective litigation must be retained until such litigation has been terminated. U.S.A.I.D.s receiving requests for records or information therefrom in connection with litigation shall immediately inform the Office of the General Counsel. Posts are responsible for insuring against inadvertent destruction of any records of the types described above by segregating them from other files which may be destroyed under normal disposal procedures.

01003 Distribution: Distribution of the disposition schedule should be made so that all personnel having responsibility for records management or operations will have a copy or ready access thereto. It is the responsibility of the Records Management Liaison Officer to provide necessary distribution of the records disposition schedule.

01004 Arrangement: the schedule has been developed for the major functional records groups and are arranged accordingly. In several instances the same disposal authorization has been listed under two or more functional headings because of organizational and records maintenance variations at different U.S.A.I.D.s. Any record not authorized for disposal should be brought to the attention of the Records Management Branch.

01005 Description o Records: Each type o record included in the disposition schedule is described as precisely as possible to permit easy identification and to eliminate the need for paper-by-paper screening.

01006 Disposition Instructions: The disposition instructions for the majority o items listed in the schedule provides for destruction after a specified period of time. The retention period given is to be applied regardless of whether the file is blocked by fiscal or calendar year. When transfer or retirement is specified, the procedures specified in Handbook 21, Part II are to be allowed.

01007 Method o Destruction: All classified and administratively controlled records authorized for destruction shall be destroyed in accordance with the provisions o Handbook 6. For the purpose o destruction, certain types o unclassified records such as personnel, or records containing detailed biographical data or any other records that might prove embarrassing or detrimental to operations if they were to fall into unauthorized hands shall also be treated as classified. The security regulations themselves o not constitute authority for the destruction o records, but only prescribe the methods by which destruction shall be accomplished. Unclassified material authorized for destruction, with the exceptions indicated above, may be destroyed, sold as waste paper, or otherwise disposed o in a manner consistent with local practices and security requirements.

01008 Record o Destruction: A record o the type and the volume o material destroyed should be maintained by personnel responsible for the records. A log showing the record series title (shown in the Schedule) of the records destroyed, the inclusive dates and the volume will suffice. this summary record should be sent to the U.S.A.I.D. Records Management Liaison Officer annually for inclusion in the Annual Report o Records Holdings.

01009 Emergency Destruction: Posts are authorized to destroy records in the event of extreme emergency or evidence of the possible development o such an emergency, in accordance with instructions governing emergencies.

CHAPTER 2 GENERAL RECORDS

These are records common to several or all overseas offices.

ITEM .	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02001	<p><u>General Correspondence Files</u> <u>(Centralized or Decentralized)</u></p> <p>Letters, cables, messages, memoranda, economic or other studies and reports, forms and other data documenting and/or implementing plans, policies, procedures, decisions and accomplishments pertaining to A.I.D. programs and staff activities. The documents described in a) and b) below are arranged by subject (i.e., the thought conveyed in the document) using the agency file classification system as contained in A.I.D. Handbook 21, Part II.</p> <p>a. <u>Office Program Subject Files</u></p> <p>Subjects pertaining to A.I.D. programs and/or functions for which the office exist.</p> <p>b. <u>Office Administrative Subject Files</u></p> <p>Subjects pertaining to routine internal management or general administration (budget, personnel, procurement, etc.) rather than the function for which the office exist.</p> <p>. <u>Country Files</u></p> <p>Documents of a general nature pertaining to various aspects of the foreign aid assistance program in various countries arranged for convenience of reference alphabetically by the names of the various countries.</p>	<p>Permanent. Cut off files annually. When 2 yrs. old transfer to A.I.D./Wo and retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.</p> <p>Cut off files annually. Destroy when 2 yrs. old, or sooner if purpose has been served.</p> <p>Cut off files annually. Destroy when 3 yrs. old.</p>
02002	<p><u>Conference, Meetings and Seminar Files</u></p> <p>These files consist of meeting agendas, minutes, statement papers, reports and correspondence pertaining to international meetings at which U.S.A.I.D. staff is represented. Arranged chronologically and thereunder by subject of meeting. Volume of records accumulated annually negligible. Volume of records accumulated to date unknown.</p>	<p>Permanent. Cut off files annually. When 2 yrs. old transfer to A.I.D./W and retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.</p>

CHAPTER 2 GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02003	<u>Reading, Chronological, and Cable Files</u> a. Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel. b. Extra copies of incoming and outgoing cables arranged chronologically.	 Cut off annually. Destroy when 1 yr. old. or when reference value has been NCI-286-82-2. Destroy when 1 yr. old, or when reference value has ceased, whichever is sooner.
NOTE: The authorized disposition for Action copies of correspondence and cables will be found in the applicable schedule items describing the official records.		
02004	<u>Transitory Files</u> Papers 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: a) <u>Request for Information or Publications</u> Routine requests 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. b) <u>Letters of Transmittal</u> Letters of transmittal that do not add any information to that contained in the transmitted material. 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 or charity and welfare fund appeals, bond campaigns, and similar papers.	 Destroy when 90 days old or sooner if purpose has been served. GRS 23/4.

CHAPTER 2 GENERAL RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02005	<u>Reference Files</u>	
a)	<u>Staff Working Files</u> Reference files maintained for convenience by individual staff members. Includes extra copies of project material and other records maintained in official A.I.D. files.	Destroy when no longer needed for reference purposes. GRS 23/6.
b)	<u>Reference Publication Files</u> Extra copies of A.I.D. internal and/or external directives, and publications issued by other Government agencies and non-governmental organizations maintained for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference purposes.

CHAPTER 3, 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 and science and technology. See Chapter 5 of this Appendix for Housing and Urban Development Project Files.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
03001	<u>Project Files</u> Case files on technical and capital assistance projects, consisting of studies, surveys, Project Identification Documents, Project Papers, loan and grant agreements and amendments, project implementation orders, Project Implementation Letters, contracts reports and other related records and correspondence. a) Loan Files b) Grant Files	 Cut off on project activity completion date. Destroy 3 years after project activity completion date. (same as (a) above)
03002	<u>Project Plan Files</u> Copies of engineering plans relating to individual projects.	 Destroy in accordance with 03001 above.
03003	<u>Participant Training Files</u> a) Participant trainee case files, containing PIO/Ps, biodata, all forward, notice of arrival, course records, reports, etc. b) Printouts containing summary data for each trainee or training project. c) Computer tapes containing summary data for trainees or training project.	 Destroy all PIO/P files after participant returns and pertinent summary data is transferred to hard files or computer tapes as appropriate. NC 286-76-3. Destroy upon termination of overseas office or when no longer needed, whichever is sooner. Destroy upon summary data termination of overseas office or when no longer needed, whichever is sooner.

CHAPTER 3, PROJECT ASSISTANCE RECORDS

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
) Card files and other summary ata for each trainee or training project (except computer tapes and printouts and reports escribed above).	Destroy upon termination o overseas office or when data is transferred to computer tapes at overseas offices, or when no longer needed, whichever is sooner.
03004	<u>Project Reports Files</u> <u>Project Review Summary Reports</u> Copies of summary progress reports and related correspondence on the implementation o all projects. Included in this item are similar type recurring reports on project implementation used at the iscretion o individual missions.	Cut off annually. Destroy when 2 years old.
03005	<u>Country Development Strategy Statement (CDSS) File</u> a) <u>Formal Statements</u> on the ountry foreign aid assistance program are submitted to AID/Wash annually. These statements are printed, bound and issued by AID/Wash. b) <u>Workpapers</u>	Destroy when 5 years old. Destroy when formal CDSS is issued.
03006	<u>Project Procurement Advice Files</u> Reports and correspondence pertaining to advice provided project officers on procurement actions under project agreements.	Cut off annually. Destroy when 3 years old.

CHAPTER 4, NON-PROJECT ASSISTANCE RECORDS

These records relate to Economic Support Fund activities and include grants and loans or 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 PL 480 Title I and the Commodity Import Program. Cash transfers and sector assistance are also provided as non-project assistance.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
04001	<u>Program (nonproject) Procurement Files</u> Case files of grant and loan agreements, implementation letters, letters of commitment and related documents and correspondence pertaining to program (e.g., Commodity Import Program) transactions.	Cut off at end of year in which case is closed. Hold at post 2 yrs. then transfer to A.I.D./W and retire to WNRC. Destroy when 10 years old.
04002	<u>Commodity Import Programs (CIP) Files</u>	
a)	<u>CIP Financial Files</u> Conformed copies of agreements, letters of commitment (L/C) and related correspondence and other financial documentation pertaining to individual agreements (Grants/Loans) under the CIP Program.	Destroy 10 years after L/C is issued.
b)	<u>Statistical Reports Files</u> Copies of quarterly/monthly reports containing basic financial information regarding the current status of CIP transactions.	Cut off annually. Destroy when 5 years old.
c)	<u>CIP Concurrence Letters</u> Copies of CIP letters of transactions approval sent to private sector and public importers.	Cut off annually. Destroy when 3 years old.
d)	<u>End Use Reporting Files</u> Records of "end use" checks made by staff to determine proper use of program by host country under the loan/grant agreement. Also included are correspondence and other documents containing follow-up information.	Cut off file at end of FY in which all problems are resolved. Hold at post 2 yrs. then transfer to A.I.D./W, and retire to WNRC. Destroy when 7 yrs. old.

CHAPTER 4, NON-PROJECT ASSISTANCE RECORDS

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
e)	<u>Damage/Loss Reports</u> Reports and related correspondence pertaining to losses of or damage to cargo or commodities incurred in shipment.	Cut off when case is closed. Destroy 3 yrs. after files are closed. GRS 9/2.
f)	<u>Distressed Cargo Files</u> Reports and related correspondence on cargo that is distressed, i.e., involved in customs or other problems resulting in delays in being released from the port.	Cut off when file is closed. Destroy 3 yrs. after files is closed.
g)	<u>Excess Property Files</u> Files pertaining to procurement by ost country importers of excess Federal property.	Cut off annually. Destroy when 0 yrs. old.
04003	<u>Country Development Strategy Statement</u> (CDSS) File	See Part II, Item 03005 for authorized disposition instructions.

CHAPTER 5, FOOD FOR PEACE RECORDS

These records relate to the implementation of the Food for Peace program under Titles I, II and III of Public Law 480.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
05001	<u>General Files</u> Correspondence, reports and other documentation pertaining to the implementation of the FFP Program including vessel movement records, evacuation reports, vessel claims, etc.	Cut off annually. Destroy when 6 years old.
05002	<u>Voluntary Agency Program (Title II) Files</u> Correspondence, reports and other records regarding donation of agricultural commodities to needy people, refugee and child feeding, or extraordinary relief needs conducted by nonprofit voluntary agencies registered with the Committee on Voluntary Foreign Aid.	Cut off files annually. Destroy when 6 years old.
05003	<u>Famine Relief and other Assistance Files</u> Correspondence, reports and other records relating to grants of surplus food under Title II, famine relief and other assistance direct to host governments.	Cut off files annually. Destroy when 6 years old.
05004	<u>Title I and III Implementation and Evaluation Files</u> Correspondence and reports pertaining to the FFP Office's implementation of the provisions of Titles I and III and program evaluation reports.	Cut off files annually. Destroy when 6 years old.

CHAPTER 6 HOUSING AND URBAN DEVELOPMENT RECORDS

These records relate to project assistance to countries in the area of housing and urban development. Since this function is centralized in the Housing Office, A.I.D., Washington, most of the records described below are only administrative copies of the record copies that are maintained in Washington and therefore are held in the overseas offices a relatively short period of time.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
06001	<u>Housing and Urban Development Project Files</u> Copies of guaranty authorizations, guaranty and loan agreements, implementation agreements, cost schedules, reports, financial data, request or disbursement and disbursement authorizations, progress reports, evaluation reports, technical data, and related documents and correspondence.	Cut off when project is completed. Destroy 1 yr. after project completion those records which are known to be duplicative of records in the Housing office in Washington. Transfer the remainder of the project file to the Housing office Washington (Code PRE/H) 1 yr. after project is completed. PRE/H will incorporate in official A.I.D./W Housing files for transfer to Federal Records Center.

CHAPTER 7 ECONOMIC DEVELOPMENT SERVICES RECORDS

These records relate to regional areas involvement in the form of assistance and coordination in economic development in smaller countries where A.I.D. has only small staffs to administer the foreign assistance programs. Records disposition instructions for project records for which Regional Economic Development Services Offices (REDSO) have direct project management responsibility are found in Part II, Project Assistance Records, Item 1, of this Schedule.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
07001	<u>Regional Technical Assistance Project Files</u> Copies of basic project documents and related correspondence pertaining to projects for which assistance and project coordination only was provided.	Cut off when project is completed. Destroy yr. after project is completed

CHAPTER 8 ADMINISTRATIVE MANAGEMENT RECORDS (GRS 16)

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
08001	<u>Directives Files</u> Formal irectives distributed as Mission Orders, Notices, Circulars, or in loose-leaf manual orm announcing changes in the Mission's policies and procedures. a) Mission directives related to Mission's programo unctions. Arranged chronologically and thereunder by directive number. Volume per yr.o at 5 u. t. b) Mission directives related to routine admini- strative functions (e.g., payroll, procurement, personnel), and all mission Notices and Circulars.	 Permanent. Cut off at end o FY. Transfer to AID/W when 2 yrs. old. Transfer to NARA in 5 yr. blocks when the most recent records are 20 yrs. old. Destroy when superseded or obsolete.
08002	<u>Publications</u> Pamphlets, reports, leaflets, manuals, or other published or processed documents, or the last manu- s ript report i not published, which has been produced or financed by A.I.D. and is not included in other records elsewhere. a) Record opy. b) Working papers and background materials.	 Permanent. Transfer to A.I.D./W and retire to WNRC. Transfer to NARA in 0 yr. blocks when most recent records are 0 yrs. old. See Item 08004 below.
08003	<u>Administrative Management Project Control Files</u> Memoranda, reports, and other records documenting assignments, progress, and completion o projects.	 Destroy 1 year after the year in which the project is osed.
08004	<u>Working Papers</u> Background records, such as studies, analyses notes, drafts, and interim reports, used in development o final report or ocument.	 Destroy 3 years after completion o report.

CHAPTER 9 AUDIT, INVESTIGATION, AND INSPECTION RECORDS GRS 25

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
09001	<u>Regional Inspection and Investigation Report Files</u> Case files on inspections and investigations o AID overseas activities consisting o reports and supporting papers.	One year after case is closed: (1) destroy duplicate copies o basic documents that are maintained in Washington; and (2) transfer original notes and ase-related original records of evidence to the AIG/II, AID/Washington.
09002	<u>Regional Audit Report Files</u> a) Case files on internal audits made o overseas offices including audits o cooperative services and voluntary agency programs under Title III o PL 480. Files include copies o reports supporting papers and related correspondence. b) Audit work papers consisting of working files, the substance o which is contained in the official ase files described in 2a above.	Cut off file at end o FY after close o ase. Destroy 8 yrs. after cut off. Destroy year after audit has been issued.

CHAPTER 50 BUDGET RECORDS GRS 5 s

<u>ITEM NO.</u> s	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u> s
10001 s	<u>Budget Correspondence Files</u> s	
	Correspondence files in the office s responsible for submitting the ABS to Washington AID. s Files pertain to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.	Destroy when 2 years old. (Item 3) s
10002 s	<u>Budget Records</u> s	
	a) s Mission's copy of Annual Budget Submission. s	Destroy when 5 years old. (Item 4) <i>Exception to GRS.</i> s
	b) s Working papers, cost statements, and data accumulated in the preparation of the Annual Budget Submission.	Destroy 1 year after the close of the fiscal year covered by the budget. s (Item 2b) s
10003 s	<u>Budget Report Files</u> s	
	Periodic reports on the status of appropriation accounts and apportionment.	Cut off at end of fiscal year. s Destroy when 3 years old. s
10004 s	<u>Budget Apportionment Files</u> s	
	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. s	Cut off at end of fiscal year. s Destroy when 2 years old. s (Item 6) s

CHAPTER 5 COMMUNICATIONS AND RECORDS MANAGEMENT 5 (GRS 12) 5

<u>ITEM</u> .	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u> 5
1001 5	<u>Messenger Service Files</u> 5	
	Daily Logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old. (Item 1)
1002 5	<u>Postal Records</u> 5	
	Post Office forms and supporting papers. 5	(Item 5) 5
	a) 5 Records relating to incoming or outgoing registered mail pouches, registered certified, insured and special delivery mail including receipts and return receipts. 5	Destroy when 5 year old. 5
	b) 5 Application for postal registration and certificates of declared value as matter subject to postal surcharge.	Destroy when 5 year old. 5
1003 5	<u>Mail and Delivery Service Control File</u> 5	
	a) 5 Records as receipt and routing as incoming and outgoing mail, and items handled by private delivery companies. 5	Destroy when 1 year old. 5 (Item 6)
	b) 5 Statistical reports as postage used on outgoing mail and fees paid for private deliveries 5 (special delivery, foreign, registered, certified, and parcel post or package over 4 5 pounds). 5	Destroy when 6 months old. 5

CHAPTER 11 COMMUNICATIONS AND RECORDS MANAGEMENT s (GRS 12) s

ITEM NO. s	DESCRIPTION OF RECORDS s	AUTHORIZED DISPOSITION s
) s Requisition for stamps (exclusives os copies used as supporting docu- ments to payment vouchers). s	Destroy when 6 months old. s
) s Statistical reports and data relat- ing to handling os mail and volume of work performed. s	Destroy when 1 year old. s
	e) s Records os and receipts for mail and packages received. s	Destroy when 6 months old. s
	f) s General files including corres- pondence, memoranda, directives, and guides relating to the admin- istration os C&R operations. s	Destroy when 1 year old, s or when superseded or obsolete, whichever is applicable. s
	g) Locator cards, s directories, s indexes, and other records relating to mail delivery to individuals. s	Destroy when superseded. Turn over to Embassy mail room upon termination of USAID office. s
1004 s	<u>Records Holdings Files</u> s	
	Statistical reports os offices/hold- ings including feeder reports from all offices and data on the volume s of records disposed os by destruction s or transfer. s	Destroy when s year old. s (GRS 16, sItem 6b) s
1005 s	<u>Records Management Files</u> s	
	a) s Correspondence, s reports, s authoriza- tions, and other records that relate to the management of agency records, including such matters as forms, correspondence, s reports, s mail, and files management; the use os micro- forms, s ADP systems, and word proces- sing; records management surveys; vital records programs; and all other s aspects of records management not covered elsewhere in this schedule. s	Destroy when 6 years old. (GRS 16, sItem 1) s
	b) Shelf lists of records retired to AID/W. s	Forward to Bureau Executive Management Office upon termination s os the USAID office. s

CHAPTER 12 s FINANCIAL MANAGEMENT RECORDS s (GRS 6) s

ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS s

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u> s	<u>AUTHORIZED DISPOSITION</u> s
12001 s	<u>Accountable Officers's Files</u>	
a) s	Original or ribbon copy of account-able officers' accounts maintained s in the agency for site audit by GAO s auditors, consisting of statements s of transactions, statements of accountability, collection sche-ules, collection vouchers, s is-burment schedules, s isbursement vouchers, and other schedules and vouchers or documents used as s schedules or vouchers, exclusive of s freight records; and payroll records. these records document the basic financial transaction, money received and money paid out or deposited in s the course of operation of the agency. s All copies except the certified pay-ment or collection copy, usually the s original or ribbon copy, and all not involved in an integrated system are covered by succeeding items in s this part of the schedule. s	Transfer paid vouchers and schedules to AID/Wash. monthly. s Destroy 6 yearss and 3 months after period covered by account. (Item 1) s
	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 transaction as described above. s	
	SF 1034, s Public Voucher for Purchases and Services Other than Personal	
	SF 1080, s Voucher for Transfer Between Appropriations and/or Funds	
	SF 1081, s Voucher and Schedule of With-sdrawals and Credits. s	
	SF 1096, s Schedule of Voucher Deductions s	
	SF 1098, s Schedule of Cancelled Checks s	
	SF 1113, s Public Voucher for Transportations Charges	
	SF 1166, s Voucher and Schedule of Paymentss	
	SF 1190, s Foreign Application, Grant and Report	
	SF 1221, s Statement of Transactions s According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account) s	

CHAPTER 12 FINANCIAL MANAGEMENT RECORDS (GRS 6)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	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 part of the schedule.	Destroy 3 years after the period of the account.
12002	<u>Transportation Voucher Files</u> Vouchers identified by "T" prefixed to the voucher and schedule of payments number which involve both US and foreign tariff rates.	Cut off at end of FY in which payment is made. Hold files for 3 years or audit whichever is earlier then transfer to AID/W. Destroy 10 yrs. after final payment.
12003	<u>GAO Exceptions Files</u> General Accounting Office notices of exceptions, such as Standard Form 1100 formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO. Item 2
12004	<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 schedule.	Destroy when 3 years old. Item 4
12005	<u>Accounting Administrative Files</u> Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Destroy when 3 years old. Item 5

CHAPTER 12 FINANCIAL MANAGEMENT RECORDS (GRS 6)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12006	<u>Personnel Surety Bond Files</u>	
	a) Official copies o the bond and attached powers o attorney.	Item 6
	(1) Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955	Destroy 5 years after the end o the bond premiumo period.
	b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end o the bond premiumo period.

EXPENDITURE ACCOUNTING RECORDS (GRS 7)

12007	<u>Expenditures Accounting General Correspondence and Subject Files</u>	
	Correspondence and subject iles maintained by operating units responsible for expenditures a counting, pertaining to their internal operations and adminis- tration.	Destroy when 2 years old. Item
12008	<u>General Accounting Ledgers</u>	
	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years 3 months after the close o the FY involved. Item 2
12009	<u>Appropriation Allotment Files</u>	
	Allotment records showing status of obligations and allotments under each authorized appropriations.	Destroy 6 years 3 months after the close o the FY involved. Item 3

CHAPTER 12 FINANCIAL MANAGEMENT RECORDS (GRS 9)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12010	<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.	Item 4
	a) Original records	Destroy when 3 years old.
	b) Copies	Destroy when 2 years old.
<u>PAYROLLING AND PAY ADMINISTRATION RECORDS</u> (GRS 2)		
201	<u>Individual Accounts Files</u> Individual earning and service cards, such as Optional Form 1127 or equivalent.	Transfer to NPRC St. Louis records on separated employees when volume of records reaches subicoot. Destroy 6 years after the date of the last entry on the card. Item 5
12012	<u>Payroll Correspondence Files</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old. Item 2
12013	<u>Time and Attendance Reports Files</u> a) Forms such as Optional Form 1130, AID 7-141, AID 760-10 or equivalent. (1) Payroll preparation and processing copies.	Item 2 Destroy after GAO audit or when 3 years old, whichever is sooner.

CHAPTER 2 FINANCIAL MANAGEMENT RECORDS (GRS 2)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) All other topics.	Destroy 6 months after the end of the pay period.
12014	<u>Leave Application Files</u> Application for leave, SF 7 for equivalent and supporting papers relating to requests for and approval of taking leave. a) If the time card has been initialed by the employee. b) If the timecard has not been initialed by the employee.	Item 8 Destroy at the end of the pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.
12015	Leave record cards such as OF 137 or equivalent maintained separately from pay and earnings records, and of 1130 when used as a leave record. a) Pay or fiscal copies. b) Other topics.	Item 9 Destroy when 3 years old. Destroy 3 months after the end of the period covered.
12016	<u>Leave Data Files</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3. a) Original copy of SF 150. b) All other topics.	Item 10 File on right of official personnel folder. Destroy when 3 years old.

CHAPTER 2 FINANCIAL MANAGEMENT RECORDS (GRS 2)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12017	<u>Notification o Personnel Action Files</u> Copies of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. Item
12018	<u>Budget Authorization Reference Files</u> Copies o budget authorization in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded. Item 12
12019	<u>Payroll Files</u> Memorandum copies o payrolls, eck lists, and related certification sheets, such as: SF 1013A, SF 1128A or equivalents. a) If earning record card is maintained. b) If earning record card is not maintained.	Item 3 Destroy after GAO audit or when 3 years old, whichever is sooner. Destroy when 0 years old.
12020	<u>Payroll Control Files</u> Payroll control registers.	Destroy after GAO audit or when 3 years old, whichever is sooner. Item 14
202	<u>Payroll Changes Files</u> Payroll change slips, exclusive of those o the OPF, such as SF 126. a) Copy used in GAO audit.	Item 15 Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

CHAPTER 2 FINANCIAL MANAGEMENT RECORDS (GRS 2)

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
) All other copies.	Destroy 1 month after the end of the pay period.
2022	<u>Fiscal Schedules Files</u>	
	Memorandum copies of fiscal schedules used in the payroll process.	Item 16
	a) Copy used in GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b) All other copies.	Destroy 1 month after the end of the pay period.
12023	<u>Administrative Payroll Report Files</u>	
	Reports, statistics, with supporting and related records, pertaining to payroll operations and pay administration.	Item 17
	a) Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b) All other reports and data.	Destroy when 3 years old.
12024	<u>Tax Files</u>	
	a) Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete. Item 8
	b) Returns on income taxes such as IRS Form W-2.	Destroy when 4 years old.

CHAPTER 12 FINANCIAL MANAGEMENT RECORDS (GRS 2)

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
) Reports on withheld Federal Taxes, such as IRS Form 943 with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.
12025	<u>Retirement Files</u>	
a)	Reports and registers	Item 121
	Reports, registers or other control documents, and other records relating to retirement such as SF 2807 or equivalent.	Destroy when 3 years old.
b)	Assistance Files	
	Correspondence, memoranda, annuity estimates, and other records used to assist retirings employees or survivors in insurance or retirement benefits.	Destroy when 1 year old.

CHAPTER 13 MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS (GRS 10)

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
13001	<u>Motor Vehicle Correspondence Files</u> Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this part of the schedule.	Cut off file at end of FY. Destroy when 2 years old. Item 1
13002	<u>Motor Vehicle Operating and Maintenance Files</u> a) Operating records including those relating to gas and oil consumption, dispatching, and scheduling. b) Maintenance records, including those relating to service and repair.	Destroy when 3 months old. Item 2 Destroy when 1 year old. Item 3
13003	<u>Motor Vehicle Cost Files</u> Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet. Item 3
13004	<u>Motor Vehicle Accidents Files</u> Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed. Item 5
13005	<u>Individual Motor Vehicle Files</u> Case files on individual vehicles including but not limited to Form AID 5-197 Motor Vehicle Record and records relating to transfer sale-donation or exchange of vehicles.	Destroy 4 years after vehicle leaves Mission custody. Item 6

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
14001	<u>Personnel Files</u>	
	a) <u>Official Personnel Folders</u>	
(1)	Foreign Service National Employees	Retire to PER/MGT/RMR, Dept. o State, Wash., D.C., year after ate o employee separation.
(2)	Foreign National Contract Employees	
(a)	When no separate ontract file is maintained elsewhere.	Destroy 6 years 3 months after termination o ontract.
(b)	W en seporate ontract file is maintained elsewhere.	Destroy 1 year after termination o ontract.
(3)	American Family members in FSN/AFM designated positions.	Transfer folder to the National Personnel Records Center St. Louis, Missouri 30 days after separation. NPRC will destroy 75 yrs after birth date o employee. (60 years after the date o earliest document in the older. I the date o birth cannot be ascertained) or 5 years after separation whichever is later.
	b) <u>Unofficial Personnel Folders</u>	
(1)	U.S. Direct Hire Employees	
a)	Transferred to another USAID.	Transfer file immediately to the new post.
b)	Transferred to AID/W.	Destroy 1 year after departure o employee.
)	Separated at post.	Destroy 1 yr after separation o employee.
(2)	U.S. Contract(or) Employees	Destroy year after termination of contract or departure o employee, whichever is sooner.

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14002	<u>Position Classification Files</u>	
a)	Position Classification Standards Files. Standards and Guidelines used to classify or evaluate position within the Agency.	Destroy when superseded or obsolete. Item 7
b)	Position Descriptions. Files describing established positions including information on title, series, grade, duties and responsibilities.	Destroy 5 years after position is abolished or description superseded.
c)	Survey Files. Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports.	Destroy 3 years after survey.
d)	Appeals Files Case files relating to classification appeals.	Destroy 3 years after case is closed.
14003	<u>Employee Awards Files</u>	
a)	Case files including recommendations, approved nominations, memorandas, correspondence, reports and related handbooks pertaining to agency sponsored cash and non-cash awards such as incentive awards, within grade merit increases, suggestions and outstanding performance.	Destroy 2 years after approval or disapproval. Item 12.

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	Destroy when 2 years old.
) Length of Service Files. Records including correspondence, memoranda, reports, computations of service and list of awardees.	Destroy when 1 year old.
) Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement, letters of appreciation, commendations for performance, EXCLUDING copies filed in the OFFICIAL Personnel Folder.	Destroy when 2 years old.
14004	<u>Incentive Awards Program Reports</u> Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old. Item 13
14005	<u>Notifications of Personnel Actions</u> Standard Form 50 documenting initial employment, promotions, transfers in or out, separations, and all other individual personnel actions, exclusive of those in Official Personnel Folders.	
14006	<u>Personnel Operations Statistical Reports</u> Statistical reports in the operating personnel office relating to personnel.	Item 16
	a) Month end reports	Destroy when 2 years old.
	b) Calendar year end and fiscal year end reports.	Destroy when 10 years old.

CHAPTER 4 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
14007	<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. a) Correspondence and forms relating to pending personnel actions. b) All other correspondence and forms.	Item 7 Destroy when action is complete. Destroy when 16 months old.
14008	<u>Equal Employment Opportunity Records</u> Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.	Destroy 1 year after resolution of case. Item 26b
14009	<u>Training Records</u> (AID Employees) a) Training Aids. (1) One copy of each manual, syllabus, textbook, and other training and developed for agency-specific training. (2) Training materials from other agencies or private institutions. developed for administrative or facilitative subjects.	Permanent. Transfer as per item 08002A Destroy when obsolete or superseded. Item 30

per Klem
w/ Bob Gibson,
AID, 6-18-89.
J. Young
WASH

CHAPTER 14 PERSONNEL RECORDS (GRS)

ITEM	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b)	General File of agency sponsored training	
	(1) Correspondence, Memoranda, agreement, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Destroy when 5 years old.
	(2) Background and work papers.	Destroy when 3 yrs. old.
)	Employee Training.	
	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.	Destroy when 5 yrs. old or when superseded or obsolete, whichever is sooner.
d)	Course Announcement Files.	
	Reference File of pamphlets, notices, catalogs and other records which provided information on courses or programs offered by government or non-government organizations.	Destroy when superseded or obsolete.
14010	<u>Grievance, Disciplinary and Adverse Action Files</u>	
a)	Grievance, Appeals Files (5 CFR 771).	Destroy 3 yrs. after case is closed.
	Records originating in the review of grievance and appeals raised by agency employees, except complaints.	
b)	Adverse Action Files (5 CFR 752).	
	Adverse files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, absent without official leave, reduction-in-force) against an employee.	

CHAPTER 14 PERSONNEL RECORDS (GRS 1)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(1) U.S. Citizen direct-hire employees.	Forward material to AID/W M/PM/OD for filing.
	(2) All other employees.	Destroy 4 yrs. after use is ended.

1401 Personal Injury Files

forms, reports, correspondence and related
medical and investigatory records relating
to on-the-job injuries, whether or not a
claim or compensation was made.

a) U.S. citizen direct hire employees

Forward material to AID/W
M/PM/OD for filing.

b) Foreign service national employees.

~~File in Official Personnel
folder.~~
Apply GRS disposition.

*Per telcom
6-22-87
w/Bob Gibson, AID
J. J. King, NLR*

15 PROCUREMENT AND SUPPLY RECORDS s (GRS 3) s

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u> s	<u>AUTHORIZED DISPOSITION</u> s
15001 s	<u>General Correspondence Files</u> s	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. s	Cut off file at end of fiscal year. s Destroy when s 2 years old. s (Item 3) s
15002 s	<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 Item 15001 above). s	(Item 4) s
	a) s Procurement or purchase organization copy, and related papers. s	
	(1) Transactions more than \$25,000. s	Destroy 6 years and 3 months after final payment. s
	(2) s Transactions of \$25,000 or less. s	Destroy 3 years after payment. s
	b) s Obligation copy. s	Destroy when funds are obligated. s
) s Other copies of records above used by component elements as an office for administrative purposes.	Destroy upon termination or completion of procurement action. s
15003 s	<u>Supply Management Files</u> s	
	Files and 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). s	(Item 5) s
	a) s Copies received from other units for internal purposes for transmission to staff agencies. s	Destroy when 2 yrs. old. s
	b. s Copies in other reporting units and related work papers. s	Destroy when 1 yr. old. s

CHAPTER 15 PROCUREMENT AND SUPPLY RECORDS (GRS 3) o

ITEM NO.	DESCRIPTION OF RECORDS o	AUTHORIZED DISPOSITION o
15004 o	<u>Solicited and Unsolicited Bids and Proposals Files o</u>	
	a) o Successful bids on proposals o	Destroy with related o contract o use of files (see item 15002 above). o Item 6 o
	b) Unsuccessful bids and proposals. o	
	(1) When filed separately from o contract use o files. o	Destroy with related contract when completed. o
	(2) When filed with contract o use o file. o	Destroy with related contract o use of files (see item 15002 above). o
15005 o	<u>Reproduction and Distribution Files o</u>	
	Records relating to requisitions for printing o and all supporting papers. o	(Item 7)
	a) o Printing procurement unit copy of o requisition, invoice, specifications o and related papers. o	Destroy 3 yrs. after o om-o pletion or o cancellation oo requisition. o
	b) Accounting copy of requisition. o	Destroy 3 yrs. after o period covered by related account. o
15006 o	<u>Nonpersonal Requisition File o</u>	
	Requisitions for nonpersonal services, such o as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts, Chapter 12, Item 12001). o	Destroy when 1 yr. old. o Item 8. o
15007 o	<u>Equipment and Supplies Requisition File o</u>	
	Requisition for supplies and equipment for current office use. o	(Item 9)
	a) o Stockroom copy. o	Destroy 2 yrs. after o om-o pletion or o cancellation o oo requisition. o
	b) All other copies. o	Destroy 6 months after requisition is filled. o

CHAPTER 6 PROPERTY RECORDS (GRS 4, as noted below)

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
16001	<u>Property Disposal Correspondence Files</u> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided or.	Destroy when 2 yrs. old. Item 4.
16002	<u>Non-expendable Personal Property Reports</u>	Destroy when 3 yrs. old. Item 5.
16003	<u>Excess Property Case Files</u> Case files on sales or donation of personal property, comprising invitations, bids, acceptance, list of materials, evidence of sales or transfer, and related correspondence. a) Transactions after July 25, 1974, of more than \$10,000; and transactions before July 26, 1974, of more than \$2,500.00 b) Transactions after July 25, 1974, of \$10,000 or less; and transactions before July 26, 1974, of \$2,500 or less.	Item 6. Cut off file when all actions are completed. Destroy 6 yrs. after cutoff. Cut off file when all actions are completed. Destroy 3 yrs. after cutoff.
16004	<u>Non-expendable Personal Property Files</u> Correspondence, reports and other records on sales or donation of Mission property not covered elsewhere in this schedule. a) Files pertaining to the donation of U.S. owned personal property under Section 607 of the Foreign Assistance Act of 1961, as amended.	Cut off file when all actions are completed. Destroy 6 yrs. after cut off.
16005	<u>Property Inventory Files</u> a) Inventory lists. b) Inventory cards.	Destroy 2 yrs. from date of list. (GRS 3/10) Destroy 2 yrs after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a

CHAPTER 16 PROPERTY RECORDS (GRS 4, as noted below)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		new classification, or 2 years after equipment is removed from USAID control.
16006	<u>Building Services Files</u> Copies of work orders and related records on work done pertaining to repairs, and upkeep of USAID property, equipment and facilities.	Destroy 3 FYs following close of FY in which work is done.
16007	<u>Housing Furnishing Accountability Files</u> Listings of items of furniture and appliances assigned to individual staff housing for which accountability is established.	Destroy 3 FYs after close of FY in which inventory is superseded.
16008	<u>Leases</u> Administrative copies of documents on leased housing and other properties	Destroy 3 FYs following close of FY in which (a) lease termination lapse or cancellation occurs, or (b) litigation is concluded, whichever is later.
16009	<u>AID-owned Real Property Records</u> a) All original records pertaining to real property acquisitions. b) Copies of real property acquisition documents.	Send to SER/MS/OM/OPM, Washington. Retain copy at Mission until property is disposed of, then transfer to SER/MS/OM/OPM, Washington.

CHAPTER 7 TRAVEL AND TRANSPORTATION RECORDS (GRS 9)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
17001	<u>Freight Files</u> Records relating to freight consisting of exports certificates, transit certificates, demurrage cards 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.	Items . . .
	a) Issuing office memorandum copies other than those identified in . . .	Destroy 3 yrs. after the period of the account. . .
	b) All other copies. . .	Destroy when 1 yr. old. . .
	c) Registers and control records other than those identified in below. . .	Destroy when 3 yrs. old. . .
	d) Records, including registers and control records, on international shipments of household goods moved by freight forwarders. . .	Destroy 3 yrs. after the period of the account. . .
	e) Case files (by employee name) documenting the various shipments (HHE, SJAB, SPOV, etc.) of personal effects while the individual is assigned to post. Includes final separate shipment.	Close file when all actions, payments and claims been settled following final shipment. Destroy 3 yrs. after closing. . .
17002	<u>Lost or Damaged Shipments Files</u> Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 yrs. old. Item 2. . .
17003	<u>Passenger Transportation Files</u> Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), or equivalent, travel authorizations, transportation request registers, and all supporting papers, . . .	Item 3. . .
	a) Travel administrative office files. . .	Destroy when 3 yrs. old. . .
	b) Obligation copies. . .	Destroy when funds are obligated. . .
	c) Name Files - Case file which document reimbursements to and on behalf of the . . .	Close files when all action, payments, and . . .

CHAPTER 17 TRAVEL AND TRANSPORTATION RECORDS (GRS 9)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	individual employee.	claims have been settled following employees departure from post or termination of employment. Destroy 6 yrs. after closing.
17005	<u>General Travel and Transportation Files</u>	
	a) Correspondence, forms and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 yrs. old. Item 5.
	b) Accountability records.	Destroy 1 yr. after all entries are cleared.
17006	<u>Foreign Country Customs Records</u>	
	Records relating to customs activities in foreign ports on all incoming and outgoing AID shipments of goods. Includes all correspondence forms and reports.	Cut off annually the files on all cleared shipments. Destroy 3 yrs after cut off.

ATTACHMENT 2

Exeptions to General Records Schedules

<u>Item No. on SF 15</u>	<u>Item No. GRS</u>	<u>Retention Period Requested</u>	<u>Justification for for Change</u>
08002	GRS 16/1	Permanent	Records ocument a tivities of a policy nature not uplicated elsewhere.

WITHDRAWN
~~W/BAW/SM~~
6-22-87

10002 a)	GRS 5/4	5 years	Needed to be kept for a 5-year planning period in onjunction with the provisions o the Mission's Country Development Strategy Statement (CDSS).
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14009 a)	GRS 1/30a	Permanent	Records -- provide -- evidential informa- tion on Mission activities and are not uplicated elsewhere.
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WITHDRAWN
6-22-87

1401	GRS 1/32		Retention periodo conforms to DOS and AID standards previously approved by NARS.
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WITHDRAWN
6-22-87

pu HLCM
W/BAW/SM,
AID.
JANUARY, 1988