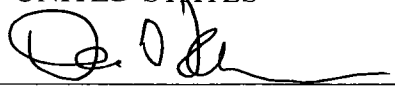
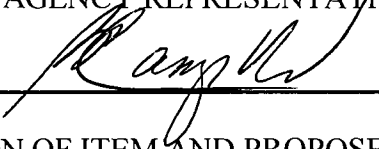


MILLENNIUM CHALLENGE CORPORATION
Proposed Comprehensive Records Disposition Schedules

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <u>NI-561-08-1</u>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>9/28/07</u>	
1 FROM (Agency or establishment) Millennium Challenge Corporation (MCC)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Bruce I Campbell, Records Management Officer	5. TELEPHONE NUMBER 202/521-4093	DATE <u>11/13/2011</u>	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>21</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE September 26, 2007	SIGNATURE OF AGENCY REPRESENTATIVE Bruce I Campbell 		TITLE Records Management Officer
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Attached is MCC's comprehensive Records Disposition Schedule containing (S) new program record series		

1. Board of Directors Meetings

Minutes of all regular and special meetings of the Board of Directors with comments of members on pending business present to the Board for decision (may contain proprietary information)

Arrangement: Chronologically by meeting date

Annual Accumulation: 1 cubic foot

Item 1a.1: Final Approved Minutes Transcribed minutes

Disposition. PERMANENT Cut off files at the end of the fiscal year Transfer to the National Archives and Records Administration (NARA) eight years after cutoff

Item 1a.2: Audio and Video Tapes Complete recording of meetings

Disposition. Temporary. Destroy one year after tapes are transcribed [Degauss tapes to ensure complete destruction]

Item 1.b Board Meetings and the Sunshine Act Notice

These records consist of materials for each meeting which attest compliance with the Federal Government in the Sunshine Act, codified at 5 U S C 552b, that requires agencies to give notice of their meetings to the public and to hold open meetings unless the agency determines a meeting should be closed under one of the exemptions defined by the Act, including meetings that may disclose matters that the Act specifically authorizes to be kept secret in the interest of US foreign policy and, in fact, are properly security classified The documentation includes Memorandum of the Board Members seeking Closure (contains closure statement and the General Counsel's Certification) The record of the vote on the closure with the vote, the Federal Register Notice of Intent to Hold Meeting submissions, and the Federal Register publication of Intent to Hold Meeting

Disposition. Temporary Cut off files at the end of the calendar year Destroy five years after cutoff

Item 1.c Official Board of Directors Files

Briefing books, agendas, and reports submitted to the Board from MCC program offices on matters such as proposed changes to MCC policies relating to Compact and Threshold programs and 609 (g) funding, requests for Board approval that exceed MCC management authorization, and similar matters that require Board consideration Also may contain draft minutes of the last Board Meeting for approval or modification

Arrangement: Chronologically by meeting date

Annual Accumulation: 1/4th cubic foot

Disposition. PERMANENT. Cut off files at the end of the fiscal year Transfer to NARA eight years after cutoff

2. Board of Directors Resolutions

Resolutions presented to the Board of Directors for their consideration Resolutions give, in a condensed format, the decisions of the Board on matters coming before the Board for decision Resolutions that have been modified, revoked, or canceled by subsequent

Board actions are so marked on the index with a notation of the nature and the date of the later change. Upon codification file resolutions become part of the official files.

Arrangement: Chronologically by assigned number

Annual Accumulation: 1/2 cubic foot

Item 2a: Board of Directors Resolutions

Disposition. PERMANENT. Cut off files at the end of the fiscal year. Transfer to NARA eight years after cutoff.

Item 2b: Amended, Rejected, Unapproved Action Files

Edited and amended, unapproved action items, working papers and drafts and resolutions brought before or requested by the Board (may contain proprietary information).

Disposition: Temporary. Destroy/delete when three years old.

3. Congressional Reports and Notifications

Documents informing the Congress of the United States on matters of business. These reports are provided in accordance with the following sections of the Millennium Challenge Act of 2003 (the "Act") as codified: 22 U.S.C. 7707 (list of candidate countries, report on eligibility criteria, selection of eligible countries), 22 U.S.C. 7709 (notification of compact negotiations, notification of Compact), 22 U.S.C. 7710 (notification of suspension or termination), 22 U.S.C. 7712 (annual report), 22 U.S.C. 7718 (notification of transfers or allocations) as well as notifications of funds obligated by country. In addition, files contain notifications required by Congress under annual appropriations acts before funds are obligated to a specific country.

The Act authorizes the provision of assistance to countries that enter into compact agreements with the United States to support policies and programs that advance the prospects of such countries to achieve lasting economic growth and poverty reduction. The Act requires the Millennium Challenge Corporation ("MCC") to take a number of steps to determine which countries, based on their demonstrated commitment to just and democratic governance, economic freedom and investing in their people, will be eligible to receive Millennium Challenge Account ("MCA") assistance. MCC provides Congress with a summary of the criteria and methodology for determining the eligibility of candidate countries for MCA assistance through the Compact, Threshold, 609(g), and related programs and MCC business process to include country specific notifications and periodic (quarterly and annual) reports to Congress, as well as various notifications during compact development and implementation. The authorizing legislation of the MCC requires that the MCC publish a number of reports and notification in the Federal Register and on the MCC website for public comment and notice.

Arrangement: Chronologically by response due date and thereunder alphabetically by country, committee, or organization.

Annual Accumulation 1/4th cubic foot & 100 megabytes

Item 3a: Official Congressional Reports and Notifications

Notices to Congress (may contain proprietary information), Summary of Closed Portion of Board Meeting, and Minutes of the Open Part of the Meeting.

Disposition: PERMANENT. Cut off files at the end of a Congressional session. The Corporate Secretary delivers two copies of the Report or Notification to the

MCC's central files repository upon submission to Congress and/or publication
Transfer to NARA eight years after cutoff

Item 3b: Working Papers and Drafts

Disposition: Temporary: Delete/destroy when three years old

4. Interagency Working Group Files

Includes meeting minutes, agendas, MCC mission, goals and objective development, organization charts, discussion memoranda, Interagency Agreement file, MCC business and strategic plans, budget, financial, fiscal management files, final reports, correspondence, subject files, eligibility country data, reports, and statistical data files, substantial draft and interim reports, and subject correspondence maintained by MCC representatives to the Interagency Working Group which included senior level Executive Branch agency staff, including representatives from the National Security Council

Arrangement: Chronologically by event or activity date

Annual Accumulation: 3 cubic feet

Item 4a: Official Interagency Working Group Files

Disposition: PERMANENT. Cut off files at the end of a Working Group session Transfer to NARA at the end of the incumbent's presidential administration

Item 4b: Working Paper and Drafts

Disposition: Temporary Destroy/delete four years after the presidential administration

5. Investment Management Committee Files

Agendas, proposed Compacts and Threshold Plans, and materials related to MCC's development assistance policies presented to the Investment Management Committee (IMC) Recommendations made by the IMC to the CEO The CEO then determines whether or not action is warranted against a country If warranted the CEO refers the matter to the appropriate staff for further investigation and/or review. If the CEO determines that further action is warranted, the CEO, in full consultation with the Board Members and agencies, will make a recommendation to the Board to take necessary follow-on action, which may include a warning, full or partial suspension of assistance, or full or partial termination of assistance and/or eligibility status

Arrangement: Chronologically by date of Committee meetings

Annual Accumulation: 1 cubic feet & 400 megabytes

Item 5a: Official Investment Committee Files

Disposition: Temporary. Cut off files at the end of the calendar year in which recommendations presented Destroy/delete 10 years after committee is disbanded

Item 5b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when seven years old

6. MCC Committees, Task Forces, Teams, & Working Groups Files

Files stemming from the activities of senior-level groups, subject-matter experts and staff, whether in teams, task forces, committees, working groups, etc, and recordings of their actions and activities including agendas, meeting minutes, action items, documents, and materials presented to the group, overview and summary notes (attendees, calendar, summary of issues discussed), records of votes (if applicable), final decisions, and approvals. Groups consist of executive and senior members of staff as directed or required by the Board of Directors, Chief Executive Officer (CEO), and other officials of the Corporation or branches of the United States government. A group or team recommends approval or disapproval on issues or plans of action to meet MCC requirements, procedures, policies, program implementation, or to sponsor special projects to meet Federal or international mandates. The records and documents reflect a group or committee's deliberative process and final commissioned product. The group, committee or team may be disbanded after goals and objectives are met.

Arrangement: Chronologically by meeting date

Annual Accumulation: ½ Cubic Foot & 200 Megabytes

Item 6a: Official Committee Minutes and Action Files

Groups, committees or similar entities that set precedence for MCC's mission, functions, and significant policies, or procedures

Disposition: PERMANENT. Cut off files at the end of a committee, working group and team's term. Transfer to NARA five years cutoff

Item 6b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when three years old

7. Mission and Functions and Organization Files

Files documenting the establishment of MCC's organization, authorities, mission, and functions, including organizational charts, interpretations of MCC's statute and related laws, regulations, manuals, functional statements for all MCC components and divisions and records that summarize authorized activities, delegate authorities, or establish codes of operations or performance. Contain original MCC start up correspondence, memoranda, and other internal and external communications and materials concerning the planning and implementation of MCC's initial organization and reorganizations, strategic plans, goals, and objectives, restructuring, and corporate-level activities

Arrangement: Alphabetically by subject

Annual Accumulation: ¼ Cubic Foot & 100 Megabytes

Item 7a: Mission and Function, and Organization Files

Records documenting MCC's mission, function, strategic plans and goals, course of action, precedence setting program-related decisions, operational directions, or actions

Disposition: PERMANENT. Cut off files at the end of the fiscal year in which issued. Transfer to NARA one year after cutoff in five year blocks

Item 7b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete three years after informational changes are added to the official file or when information is superseded or discarded, whichever is later

8. Policy, Procedures, and Authorities Files

Files documenting the development and issuance of major Millennium Challenge Corporation (MCC) policy decisions and program operational procedures that provide guidance, guidelines, and mandates for overall and specific program direction and action within each MCC administrative and program function. Records contain official original policy decisions, delegation of authority, memos that set policy or issue guidance, operating guidance, procedural manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, reference mandates for action and waivers. Also include MCC start up correspondence, memoranda, and other internal and external communications and materials concerning the planning and implementation of MCC's initial organization and reorganizations, policies, and procedures

Arrangement: Chronologically by date

Annual Accumulation: 1 Cubic foot & 500 Megabytes

Item 8a: Policy, Procedures and Authorities Files

Records documenting significant MCC policies, procedures, and authorities, including warrants and designations that are precedent setting and related to program decisions, direction, or actions

Disposition: PERMANENT. Cut off files at the end of the fiscal year in which issuance or publication is produced. Transfer to NARA one year after superseded, revised, or outdated in 5 year blocks

Item 8b: Non-binding, Minor or Insignificant Policy and Procedures Files

Minor, transitory, or nonessential policies or changes, omissions, and additions to non-binding policies and procedures and unpublished or released information and related background materials

Disposition: Temporary. Cut off files at end of fiscal year in which issued or produced. Destroy three years after cutoff.

Item 8c: Working Papers and Drafts

Disposition: Temporary. Destroy/delete three years after changes are added to the official file or when information is superseded, rescinded, or discarded, whichever is later.

9. Chronological and Subject Correspondence Files

Arrangement: Chronologically by date

Annual Accumulation: 1 Cubic Foot & 300 Megabytes

CEO and Deputy CEO Correspondence

Correspondence files of senior-level executive office staff. These files document Millennium Challenge Corporation decisions, policies, procedures, and activities. Files

include incoming and outgoing correspondence from US Government agencies, foreign governments, private citizens, individuals, and organizations both domestic and foreign
Maintain chronologically by administration or tenure of senior CEO staff

Disposition: PERMANENT. Cut off at end of presidential appointee's service and transfer to agency central files (CF) Retire to Washington National Records Center two years after cutoff Transfer to NARA 10 years after cutoff

10. Offices of the Chief Executive Officer (CEO) Daily Calendar Files

Daily, weekly, and monthly calendars and schedules, daily telephone logs, itineraries, day timers, meeting planners, appointments, scheduling requests, invitation acceptance, confirmations, and declines and rejection notifications for all related-Millennium Challenge Corporation activities to include briefings, appointments, boards, committees, conferences, inquiries, hearings, luncheons, guest and keynote speaking engagements, internal and external meetings, state dinners, travel and similar items

Arrangement: Chronologically by date

Annual Accumulation: 2 cubic feet & 600 Megabytes

Item 10a: CEO and Deputy CEO Daily Schedule of Events

Disposition: PERMANENT. Cut off at end of appointee's service and transfer to agency CF for four years Transfer to NARA 10 years after cutoff

11. Congressional Correspondence Files

These files consist of correspondence with members of Congress concerning MCC's programs, as well as statements of MCC's policy in various countries and concerning various economic, political, and social issues

Arrangement: Chronologically by date

Annual Accumulation 5 cubic feet & 900 megabytes

Disposition: PERMANENT. Cut off files at the end of a Congressional session
Transfer to NARA eight years after cutoff

12. Country Case Files

The records consist of copies of mutual agreements, including bilateral, multilateral and international agreements, under which MCC operates in other countries together with related papers reflecting negotiations, implementing arrangements between the recipient country and MCC Files include compacts, side agreements, the Implementing Entity Agreement (IEA), Program Implementation Agreement (PIR), Memoranda of Understanding (MOU), etc and other similar records relating to the expected economic and social outcomes during the term of the Compact, Threshold, 609(g) or related

programs of the recipient country. Files consist of negotiated agreements and all of the diplomatic correspondence which constitutes the implementation of an MCC foreign assistance agreement.

Arrangement: Alphabetically by name of country and thereunder chronologically by country event, transaction/activity

Annual Accumulation 100 cubic feet & 15 Gigabytes

Item 12a: Official Country Case Files

Negotiated agreements and all diplomatic correspondence which constitutes the implementation of an MCC foreign assistance agreement

Disposition: PERMANENT. Cut off files when agreement expires/terminates and transfer to agency CF when 5 years old. Transfer to NARA 10 years after cutoff

Item 12b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete three years after official country compact agreement case is closed

13. Compact Agreement Files

The records relating to the signed mutual agreement outlining the specific objectives that the country and the United States expect to achieve during the term of the Compact, the responsibilities of the recipient country and the United States in the achievement of such objectives, requirements for regular benchmarks to measure, where appropriate, progress toward achieving such objectives, identification of the intended beneficiaries, disaggregated by income level, gender, and age, to the maximum extent practicable, proposed multi-year financial plan, including the estimated amount of contributions by the Corporation and the country and proposed mechanisms to implement the plan and provide oversight throughout the life of the project

Arrangement: Chronologically by meeting date

Annual Accumulation: 5 Cubic Feet & 800 Megabytes

Item 13a: Official Signed Compact Agreement Files

Disposition: PERMANENT Cut off when agreement/compact is closed. Maintain official files in MCC Central Files repository after signature. Transfer to NARA 10 years after cutoff

Item 13b: Working Papers and Drafts

Disposition: Temporary Destroy/delete three years after official agreement case closed

14. Compact Case Deal Book Files

Records relating to Compact program agreements, pre-implementation development, Entry-Into-Force, and post-implementation oversight with eligible countries for projects related to sector specific in agriculture, infrastructure, land policy, and financial and private sector development from four major regions of the world. Included are records that document MCC decision making process through the activities of the transaction team to provide financial assistance to developing countries through the Millennium

Challenge Account, country reports commissioned and prepared by MCC, MCC pre-proposal guidance and post implementation status trip reports, country proposal documentation, contact reports of meetings between the eligible country and donor groups from MCC, U S Government agencies, and abroad, MCC Opportunity Memorandum, Investment Committee decision report, due diligence and negotiation documentation, financial management plans, procurement actions, project implementation timelines and work plans, specific milestones to be achieved, Official Investment Memorandum, and copy of official signed Compact Agreement between MCC and recipient country Items may include annual or other periodic plans and reports documenting the implementation of project funding and status, interagency, international, third party economic, environmental, financial, political, and social climate status reporting, official statements and records supporting formally issued plans, such as records of concurrences, comments, clearances, justifications, contract modifications, and related material prior to and after Entry Into-Force

Arrangement: Alphabetically by country and thereunder chronologically by fiscal year

Annual Accumulation: 150 Cubic Feet & 25 Gigabytes

Item 14a: Official Compact Cases and Agreements Files

Disposition: PERMANENT. Cut off files at the close of a compact Transfer to agency CF when 5 years old Transfer to NARA 10 years after cutoff.

Item 14b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after compact is closed

15. Threshold Agreement Files

The records relating to the signed mutual Memoranda of Agreement between Millennium Challenge Corporation (MCC) and United States Agency for International Development (USAID) outlining the administration and specific objectives that the country, donors, and the United States expect to achieve during the term of the Threshold program Documents included are cable correspondence between MCC and US Missions regarding travel and funding, country-specific status and key information summaries, country submitted files including Concept Paper and Country Threshold Program Plans Files also contain MCC Board and Investment Committee documents outlining responsibilities of the recipient country and the United States in the achievement of objectives; requirements for regular benchmarks to measure, where appropriate, progress toward achieving such objectives, identification of the intended beneficiaries, disaggregate by income level, gender, and age, to the maximum extent practicable, proposed financial plan, including the estimated amount of contributions by MCC, other donors, and the country and proposed mechanisms to implement the plan and provide oversight throughout the life of the project and anticipated country compact

Arrangement: Alphabetically by country and thereunder chronologically by fiscal year

Annual Accumulation: 12 Cubic Feet & 1 Gigabyte

Item 15a: Official Signed Threshold Agreement Files

Disposition: PERMANENT. Cut off files at the end of a threshold agreement Transfer to agency CF when 5 years old Transfer to NARA 10 years after cutoff.

Item 15b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after official agreement is signed

16. Threshold Program Case Files

Records relating to financial assistance to countries that are on the “threshold,” meaning they have not yet qualified for Millennium Challenge Account (MCA) compact funding, but have demonstrated a significant commitment to improve their performance on the eligibility criteria for MCA compact funding. The files include documentation of the Board of Directors covering the threshold countries selection process and addressing the specific policy weaknesses indicated by their scores on the MCC policy indicators. The Board of Directors selects countries as eligible for Threshold Program assistance based on their demonstrated commitment to meet the eligibility criteria for MCA compact funding, including improvement of their scores on sixteen policy indicators (currently), based on public information, in three general categories: ruling justly, investing in people, and encouraging economic freedom. Also included are each candidate country's scores against on the sixteen MCA policy indicators.

Arrangement: Chronologically by meeting date

Annual Accumulation: 30 Cubic Feet & 1 Gigabyte

Item 16a: Official Threshold Case Files

Disposition: PERMANENT. Cut off files at the end of a threshold agreement. Transfer to agency CF when 5 years old. Transfer to NARA 10 years after cutoff.

Item 16b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after case is closed.

17. 609 (g) Grant Program Case Files

The records relate to MCC's flexible financial assistance for compact-eligible countries to overcome obstacles toward compact development and/or compact implementation. Congress provides MCC with 609(g) authority to allocate and disburse funds in countries to develop and implement a proposed compact through a grant. In accordance with Congressional requirements and pursuant to Section 609(g) of the Millennium Challenge Act of 2003, notification is made of MCC's intent to obligate program funds to accelerate compact realization after appropriate approvals and notifications. The Investment Committee also directs MCC to include in its country notification paperwork, guidance on the 609(g) function.

Arrangement: Alphabetically by country

Annual Accumulation: 5 Cubic Feet & 900 Megabytes

Item 17a: Official 609 (g) Grant Case Files

The first, one-of-a-kind, highest dollar amount, controversial/high profile, and/or model/prototypical program-related 609 (g) grant.

Disposition: PERMANENT. Cut off files at the close of the grant period. Transfer to agency CF when 5 years old. Transfer to NARA 10 years after cutoff.

Item 17b: Non-Precedent Setting 609 (g) Grant Case Files

All other 609(g) grant case files

Disposition: Temporary. Destroy/delete seven years after close of the grant

18. 614 (a)(3) Grant & Grants to Nonprofits Case Files

The records include those relating to MCC's grants to other entities (including individuals, organizations, and governments) under Section 614(a)(3) grant authority (a distinct authority from compact grants and threshold program grants). In particular, these grants may include funding for Non-Government Organizations (NGOs) to further work related to MCC's mission. Such grants are typically presented to the Investment Committee for recommendation.

Arrangement: Alphabetical by country and awardee or grantee

Annual Accumulation: 4 Cubic Feet & 800 Megabytes

Item 18a: Official 614 (a)(3) Grant Case Files

The first, one-of-a-kind, grant dollar amounts, controversial/high profile, model/prototypical for program-related grant activities, events, or projects may be selected as significant.

Disposition: PERMANENT. Cut off files at the close of the grant period
Transfer to agency CF when 5 years old. Transfer to NARA 10 years after cutoff.

Item 18b: Routine 614(a)(3) Grant Case Files

All other 614(a)(3) grant cases

Disposition: Temporary. Destroy/delete seven years after grant is closed

19. Canceled, Rejected, Terminated, or Withdrawn Program Files

The file contains agreements with countries for MCA program funding that cannot or do not continue to meet key indicators and selection criteria that would allow them to proceed with either an MCC Compact or Threshold Plan. The file is closed when the program is canceled or withdrawn by the MCC or the recipient country, or when either party determines that the program will no longer proceed. Documents include files and materials used throughout the decision making process to determine that a country is no longer eligible. Also included are records that document the country's decision to pull out of a MCC program agreement, third-party consultant and independent research data and reports, and key indicators and criteria spreadsheets. Records contain annotations and working papers of key MCC staff and materials sent to the Board of Directors during the decision-making process to cancel/withdraw/suspend program funding.

Arrangement: Chronologically by fiscal year and thereunder alphabetically by country

Annual Accumulation: 5 Cubic Feet & 800 Megabytes

Disposition: Temporary. Cut off files at the close of a compact or MCC funding project and retire to agency CF. Destroy six years after cutoff.

20. Country Selection Files

The records relate to MCC methodology and procedures for selecting eligible Compact and Threshold countries for MCA funding. Documentation includes files and materials used throughout the decision making and selection process (pre and post selection). Also included are third-party consultant and independent research data and reports, key

indicators and selection criteria spreadsheets. Records include annotations, notebooks and working papers and pads of key MCC staff and materials sent to the Board of Directors during the country selection decision-making process.

Arrangement: Chronologically by Fiscal Year and then Alphabetically by Country.

Annual Accumulation: 30 Cubic Feet & 2 Gigabytes

Disposition: Temporary. Cut off files at the end of the fiscal year. Destroy 10 years after close of country selection process cycle.

21. Trip Reports

These files consist of documents and reports prepared at the end of each extensive, comprehensive fact-finding mission site visit headed by the MCC transaction team narrating the economic, social, and business activities of the mission within the country, and providing impressions and analysis of the feasibility of lasting economic growth and reduction of poverty as it relates to MCC programs and the United States foreign assistance policy matters.

Arrangement: Alphabetically by country.

Annual Accumulation: 5 Cubic Feet & 900 Megabytes

Item 21a: Pre-Compact Trip Report Files

Major “full-scale, planned fact-finding” (pre-compact) trips.

Disposition: Temporary: Cut off files at the end of the fiscal year.
Destroy/delete remaining documents five years after cutoff.

Item 21b: Post-Compact Country Trip Files

“ad-hoc, informal, routine, or follow-up/subsequent” (post-compact signing) trips.

Disposition: Temporary. Destroy/delete three years after trip is complete.

22. Mission Briefing Books

These books are prepared for the information of program mission participants and the MCC staff involved in the mission. The books contain general information on U.S., international, and MCC (when applicable) involvement in a particular country; on other financial programs within that country; activities of other donors, press releasers on the mission; biographical information on the MCC and U.S. participants; and any specific information about the country that would be pertinent to the success of the mission.

Arrangement: Chronologically by year and thereunder alphabetically by country.

Annual Accumulation: 10 Cubic Feet & 2 Gigabytes

Item 22a: Official Mission Briefing Books

Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete three years after mission trip report issued.

Item 22b: Mission Briefing Book Background & Draft Materials

Background, drafts, input, working papers, etc. not used in the final abbreviated briefing book.

Disposition: Temporary. Destroy/delete three years after trip is complete.

23. Development Policy Case Files

The records relate to MCC policy documenting the development of managing the annual eligible, candidate, and Threshold country selection process based on policy performance. The files include procedures that lead to executing the Threshold Program and monitoring trends in development policy and practice. These records consist of raw data and analytical measurements which provide detailed descriptions of the indicators used by MCC to evaluate candidate country performance against the Millennium Challenge Account (MCA) policy criteria. The indicators measure a country's performance and records include the indicator methodology, and the underlying source of data, if applicable. The current indicators (1) are developed by independent third parties, (2) utilize objective and high-quality data, (3) are analytically rigorous and publicly available, (4) have broad country-coverage and are comparable across countries, (5) have link to economic growth and poverty reduction, (6) are policy-linked, i.e. measure factors that governments can influence within a two to three year horizon, and (7) have broad consistency in results from year to year.

Arrangement: Alphabetically by country and thereunder chronologically by date of case file.

Annual Accumulation: 40 Cubic Feet & 10 Gigabytes

Item 23a: Policy and International Development Reports

Disposition: Temporary. Cutoff when case is closed and maintain in the office of record for 10 years. Transfer to CF and destroy/delete 20 years after cutoff or when no longer needed for analytical or comparative reporting, whichever is longer.

Item 23b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete two years after case is closed.

24. International Relations Case Files

The records relate to MCC's conduct of international relations. The files include draft and final memorandum, working papers, reports, cables, financial aid data, and background materials on specific donors, international and private agencies and foundations, as well as cleared, open-channel correspondence between MCC and US Missions regarding travel and funding for eligible and candidate countries. Documents also include policy and research papers regarding international relations policy subjects ranging from Aid Effectiveness, Paris Declaration's progress indicators to measure nationally and monitor internationally, Aid for Trade, G-8 documents related to development; Organization for Economic Co-operation and Development (OECD) paper and analyses, peer review activities, and documentation of MCC's bilateral and multilateral coordination and engagement. In particular, files pertain to coordination with bilateral institutions including the European Union and multilateral institutions including African Development Bank, African Infrastructure Consortium, Asian Development Bank, European Development Bank, Global Fund, Inter American Development Bank, International Monetary Institution, United Nations, World Bank, and the World Trade Organization.

Arrangement: Alphabetically by country and thereunder chronologically by date of report.

Annual Accumulation: 20 Cubic Feet & 5 Gigabytes

Item 24a: International Relations Case Files

Disposition: Temporary. Cutoff when case is closed and maintain in the office of Record for 10 years. Transfer to CF and destroy/delete 20 years after cutoff or when no longer needed for analytical or comparative reporting, whichever is longer.

Item 24b: Working Papers and Drafts

Disposition: Temporary. Delete/destroy two years after case report issued.

25. Official Donor Case Files

Files related to third party donor contributions to MCC for Millennium Challenge Account (MCA) funded programs for candidate, eligible, and recipient countries. MCC coordinates with donors and partners including USAID, U.S.-based public and private entities, and other Federal government agencies and international financial aid and assistance institutions, organizations and countries. Records contain correspondence between MCC and donor, discussion and working papers, meeting notes, reports, agreements, data, statistical and financial analysis from past projects and funding plans and status of future MCC projects. Donor coordination documents include the Opportunity Memorandum, Trip Reports, Investment Memorandum, and Term Sheet related to Compact or Threshold programs countries.

Arrangement: Alphabetically by donor/development country and thereunder, chronologically by fiscal year.

Annual Accumulation: 20 Cubic Feet & 3 Gigabytes

Item 25a: Official Donor Case Files

Disposition: Temporary Cutoff when donor case is closed and maintain in the office of Record for 10 years. Transfer to CF and destroy/delete 20 years after cutoff or when no longer needed for analytical or comparative reporting, whichever is longer.

Item 25b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after case closed.

26. Official Monitoring & Evaluation Files

Among the documentation are country-specific monitoring and evaluation plans, country strategy documents, data spreadsheets, feasibility studies, household surveys, indicator tables, lessons learned, opportunity and investment memorandums, country-site photography, requests for proposal, electronic message exchanges and terms of reference. All records relating to the monitoring and evaluation of pre and post country compact development, creation, formulation, agreement execution, and implementation.

Arrangement: Alphabetically by country

Annual Accumulation: 55 Cubic Feet & 10 Gigabytes

Item 26a: Official Monitoring & Evaluation Files

Disposition: Temporary. Cut off at the end of fiscal year in which case file is complete or closed. Maintain in the Office of Record until Country case file is complete or closed. Transfer to agency CF. Destroy 10 years after cutoff.

Item 26b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when two years old.

27. Economic Analysis Files

The records contain files relating to MCC's economic analysis reports, including working files, country plans and proposals, monitoring and evaluation plans, collection and analysis of performance measurement data, and conducting assessments related to environmental issues (management plans, management capacity, and protection). Also included are working drafts for input into monitoring and evaluation plans, country compact material, statements of work, economic rates of return (ERR) models and analysis, economic data spreadsheets, data gathering summaries, email exchanges, due diligence input, personal trip reports, MCC presentations, briefings, Transaction Team member assignments, and work and planning session notes and summaries related to economic analysis.

Arrangement: Alphabetically by Country

Annual Accumulation: 15 Cubic Feet & 2 Gigabytes

Item 27a: Official Economic Analysis Files

Disposition: Temporary. Cut off at the end of fiscal year in which case file is complete or closed. Maintain in the Office of Record until Country case file is complete or closed. Transfer to agency CF. Destroy 10 years after cutoff.

Item 27b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when three years old.

28. Country Fiscal Accountability Files

The records relate to the legislative requirement that MCC financial assistance be tied to specific objectives and regular benchmarks as well as a plan to ensure appropriate fiscal accountability. Files include financial analysis, funding controls and allocation plans, budget data and tracking reports, bank and disbursement agreements, statements, expenditures, and related-documentation. Records also include those related to Accountable Entities, Procurement and Fiscal Agents with respect to the allocation of resources, oversight and implementation of financial plans, drafts, agreements, administrative documents, procurement management, annual, periodic, and ad-hoc status reports, policies, and general notifications for MCC compact countries. Other supporting documentation may be maintained pertaining to partner country government budgeting mechanisms and systems that track specific inputs into tangible outcomes, and budget requirements of basic accountability and transparency in the use of MCA funds.

Arrangement: Alphabetically by country

Annual Accumulation: 50 Cubic Feet & 10 Gigabytes

Item 28a: Country Fiscal Accountability Files

Disposition: Temporary. Cut off at the end of fiscal year in which case file is complete or closed. Maintain in the Office of Record until Country case file is complete or closed. Transfer to agency CF. Destroy 10 years after cutoff.

Item 28b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when three years old.

29. Environment and Social Assessment Files

Records include information on the recipient country's environmental and social position and condition, as well as the performance of its programs relative to corrective actions and measurable goals. Files also include status reports, analysis, guidelines, direct and indirect impact studies, plans, and procedures to ensure that compact countries adhere to and comply with MCC's statute, regulations and policies in order to continue MCC funding. Social assessment requirements involve documents related to monitoring workers rights, child labor, gender inequality, etc.

Arrangement: Alphabetically by country and thereunder chronologically by fiscal year

Annual Accumulation: 30 cubic feet & 3 Gigabytes

Item 29a: Environment and Social Assessment Files

Disposition: Temporary. Cut off at the end of each fiscal year. Maintain in the Office of Record until Country case file is complete or closed. Transfer to MCC CF. Destroy/delete 10 years after the MCC program case is closed.

Item 29b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when three years old.

30. Evaluation and Assessment Case Files

These records consist of the assessments of economic logic and growth impact of country compact proposals, monitoring and evaluation plan documents and reports, the collection and analysis of performance measurement data, impact evaluations, assessments of environmental and social impacts and compliance, and fiscal accountability and procurement procedures assessment documentation. Records include periodic and systemic quarterly and annual reports.

Arrangement: Alphabetically by country and thereunder chronologically by fiscal year

Annual Accumulation: 15 cubic feet & 2 Gigabytes

Item 30a: Official Evaluation and Assessment Case Files

Disposition: PERMANENT. Cut off files at the close of a Compact. Transfer to agency CF when 5 years old. Transfer to NARA 10 years after cutoff.

Item 30b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after case closed.

31. General Administrative Law Case Files

These records consist of MCC general administrative legal matters including opinions and interpretations of the law, records related to ethics and standards of conduct, financial

disclosures, procurement, contracts, appropriations, and real property. These agency housekeeping files may include claim records related to considerations and settlement of claims by and against the MCC, and U.S. Federal Government, and individuals. Other related legal actions include Federal tort claims, employee's claims, waivers of claim, and claim collection action. Files may also include MCC personnel law files covering discrimination claims, adverse employee actions and compliance with labor standards. Records consist of standard government forms, supporting documentation, memoranda and other evidence in attorney's determination. Records consist of responses to the Inspector General, formal legal complaints, and audit files of actions and litigation filed against MCC in administrative or in federal courts.

Arrangement: Chronologically by receipt and action date.

Annual Accumulation: 5 Cubic Feet & 850 Megabytes

Item 31a: General Law Files

Disposition: Temporary. Cut off fiscal year in which case is closed. Maintain inactive files six years after cutoff then transfer to agency CF. Destroy/delete when 10 years old.

Item 31b: Claim Files

Disposition: Temporary. Cut off case files upon final resolution of claim. Maintain inactive files in Office of General Counsel for six years after cutoff then transfer to agency CF. Destroy/delete when 10 years old.

Item 31c: Personnel Law Files

Disposition: Temporary: Cut off files upon final decision by MCC administrative office or Federal courts. Maintain inactive files in Office of the General Counsel for two years after cutoff then transfer to agency CF. Destroy/delete when seven years old.

Item 31d: Attorney Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after case is closed.

32. Legal Opinion Case Files

These records consist of legal opinions and interpretations on all matters relating to MCC development assistance and operational programs. These files include documentation related to legal issues covering pre and post MCC program development, internal MCC policies and procedures, matters related to other US agencies, and international courts and law. Also includes background materials including letters, memorandums, reports, Federal Register drafts and notifications, and excerpts and citations from courts and congressional transcripts.

Arrangement: Chronologically by receipt and action date.

Annual Accumulation: 5 Cubic Feet & 800 Megabytes

Item 32a: Official Program Development and/or Legal Opinion Case Files

Disposition: PERMANENT. Cut off case file at the close of the case. Maintain inactive files in Office of the General Counsel 10 years after cutoff then transfer to agency CF. Destroy/destroy 20 years after cutoff.

Item 32b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete seven years after case closed.

33. Statutory Authority and Legislative Files

These records consist of legislative history, including proposed amendments or revisions of MCC's original statutory authorities. File includes definitive interpretations on all matters relating to MCC developmental and operational programs. These files include resolutions, testimonies, hearings, legislative formulations, MCC statements and comments, news clips, bills before Congress, the MCC Act and related issues covering MCC program execution, internal, external, and international legal implications. Also included are background materials including letters, memorandums, reports, Federal Register notifications, and excerpts and citations from courts and congressional transcripts.

Arrangement: Chronologically by receipt and action date.

Annual Accumulation: 20 Cubic Foot and 2 Gigabytes

Item 33a: Official Statutory Authority Case Files

Disposition: PERMANENT. Cut off files at the close of a Legal Case File. Transfer to NARA three years after cutoff in five year blocks.

Item 33b: Official Legislative Case Files

Disposition: Temporary: Cut off when final action closes at the end of each session of Congress. Maintain inactive files in Office of the General Counsel 10 years after cutoff then transfer to agency CF. Destroy/delete 20 years after cutoff.

Item 33c: Working Papers and Drafts

Disposition: Temporary: Cut off when final action completed and input added to the official legislative case files. Destroy/delete five years after cutoff.

34. Press Releases

The files consist of press or news releases or prepared statements or announcements used for distribution to the news media covering such events as new or current MCC programs, as well as the termination or close of old MCC programs, announcements of major shifts in policy, and changes in senior agency personnel.

Arrangement: Chronologically by date of distribution.

Annual Accumulation: 5 Cubic Feet and 2 Gigabytes

Item 34a: Official Press Release Issuances

Disposition: PERMANENT: Cut off at the close of each fiscal year and transfer two copies of each publication to agency CF. Transfer to NARA in five year blocks 10 years after cutoff.

Item 34b: Working Papers and Drafts

Disposition. Temporary. Destroy/delete when two years old.

35. Publication Files

Original MCC created Annual Report, pamphlet, booklet, poster, monograph, annual and quarterly periodical, budget justification, and congressional report, agency news letter, or

other issuance of an informational nature designed for internal MCC use and for promotional or external use.

Arrangement: Chronologically by date of publication.

Annual Accumulation: 1 Cubic Foot & 4 Gigabytes

Item 35a: Agency Publications

Disposition: PERMANENT. Cut off at the end of each fiscal year and transfer two copies of each publication to the agency CF. Transfer to NARA in five year blocks 10 years after cutoff.

Item 35b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when two years old.

36. Official Speeches

Original MCC written and/or transcribed speech and verbal communications made by senior agency officials and representatives of MCC concerning agency initiatives, policies, and programs.

Arrangement: Chronologically by date of speech.

Annual Accumulation: 1/2 Cubic Foot & 100 Megabytes

Item 36a: Official Speeches

Disposition: PERMANENT. Cut off at the end of each fiscal year and transfer two copies of each publication to the agency CF. Transfer to NARA in five year blocks 10 years after cutoff.

Item 36b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete when two years old.

37. Constituent Outreach Files

The files consist of MCC sponsored awareness, outreach, and promotion events and speaking engagements. Files include working papers, plans for outreach products including MCC branding, website, intranet and monthly web reports, drafts, pamphlets, and reports to inform and solicit support for MCC related programs. Documentation is of an informational and promotional nature designed for external MCC use.

Arrangement: Alphabetically by country, by activity, event, or product.

Annual Accumulation: 2 Cubic Feet & 600 Megabytes

Disposition: Temporary. Cut off at the end of each fiscal year. Destroy/delete three years after cutoff.

38. General Correspondence Files

All non-controlled correspondence and memoranda relating to work accomplishments, personnel needs, business contacts, and other routine activities of the office. Records includes incoming letters and enclosures and copies of outgoing correspondence files maintained at the division level and above in MCC offices and accumulated by division directors and their immediate staff documenting decisions, procedures, and activities. Files contain hard copy and electronic (media neutral) copies of correspondence may be scanned or logged into in an automated system.

Arrangement: Chronologically by receipt and action date and thereunder alphabetically by company/organization name.

Annual Accumulation: 10 Cubic Feet & 100 megabytes

Item 38a: Routine Administrative Correspondence

Disposition: Temporary: Cut off at the end of each fiscal year. Delete/destroy five years after cutoff.

Item 38b: Working Papers and Drafts

Disposition: Temporary: Destroy/delete when three years old.

39. General Staff Meeting Files

Notices, agendas, handouts, automated presentations, images, photographs or pictures of white board diagrams, meeting activities and notes, and minutes of periodic staff meetings. Personal notes taken by staff in notepads and books with no substantive information or value outside reference or reminder, mind joggers, and margin notes. Materials also includes electronic mail exchange of meeting notices, invitations and acceptances, draft itineraries and schedules, copies of speaking notes or speeches, draft position papers and policy statements, and other briefing, background and summary files and papers.

Arrangement: Chronologically by meeting date.

Annual Accumulation: 20 Cubic Feet & 4 Gigabytes

Disposition: Temporary: Cut off at the end of fiscal year. Destroy/delete three years after cutoff.

40. In-Country Procurement Files

These files consist of documents transacting business between MCC Headquarters, In-country procurement agents, Resident Country Director, MCA, Accountable Entities, and 3rd party contractors in partner countries. The files are operational and programmatic in nature and include amendments to and correspondence regarding procurement actions and “conditional no objections” letter agreements, concurrences, disbursements, dispersals, and documentation of changes to applicable contracts, purchase orders, and requisitions.

Arrangement: Chronologically by transaction date.

Annual Accumulation: 20 Cubic Feet & 2 Gigabytes

Item 40a: Field Office In-County Procurement Files

Disposition: Temporary: Cut off files at the end of each fiscal year or when compact procurement program transaction closes. Transfer to agency CF. Hold in CF for 2 years then to the Washington National Records Center. Destroy/delete 10 years after cutoff.

Item 40b: Working Papers and Drafts

Disposition: Temporary: Delete/destroy three years after country transactions close.

41. In-Country Resident Director Files

Documents transacting business between MCC Headquarters, Resident Country Directors and staff, MCA Board of Directors and staff, United States embassy staff, Accountable

Entity staff, and 3rd party contractor recipient countries. Include amendments to procurement actions and conditional “no objections” letter agreements, concurrences, documentation of changes to applicable contracts, and other documents as instructed by MCC Headquarters.

Arrangement: Chronologically by transaction date.

Annual Accumulation: 40 Cubic Feet & 8 Gigabytes

Item 41a: In-Country Files

Files that transact official agency business.

Disposition: Temporary. Cut off at the end of the compact program and transfer to agency CF. Destroy/delete 10 years after cutoff.

Item 41b: Working Papers and Drafts

Disposition: Temporary. Destroy/delete two years after transaction completes or closes.

42. Performance and Accountability Reports

Annual reports consolidating the reporting requirements of the CFO Act, Government Performance and Results Act, and other statutes covering public accountability. Records include information on the agency’s financial position and the performance of its programs relative to measurable goals.

Arrangement: Chronologically by transaction date.

Annual Accumulation: 5 Cubic Feet & 500 Megabytes

Item 42a: Final Submission

Disposition: PERMANENT. Cut off at end of fiscal year in which report is completed. Transfer to NARA 10 years after cutoff.

Item 42b: Working Papers and Supporting Documentation

Documents used to create final report.

Disposition: Temporary. Cut off at end of fiscal year in which report is completed. Destroy/delete three years after cutoff.

43. Program Management Files

Includes records related to the on-going management of programs and routine projects within programs. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects. Additionally includes routine project control documents such as personnel assignments and periodic progress reports maintained by department and division personnel and planning documents such as MCC Management Plans.

Arrangement: Chronologically by transaction date.

Annual Accumulation: 12 Cubic Feet & 600 Megabytes

Item 43a: Official Program Management Files.

Disposition: Temporary. Cut off at the end of fiscal year. Transfer inactive file to agency CF. Destroy/delete 10 years after cutoff.

Item 43b: Working Papers and Drafts

Disposition: Temporary. Cut off at the end of fiscal year. Destroy/delete five years after cutoff.