

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <u>NI-561-08-4</u>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>5/28/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>10/16/08</u>	ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>
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>3</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 May 15, 2008	SIGNATURE OF AGENCY REPRESENTATIVE Bruce I. Campbell <u>[Signature]</u>		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 GRS OR SUPERSEDED JOB CITATION	10.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)

MCC EFFECT DATABASE SYSTEM

Item 1: Inputs. Anecdotes from the field; quotes from government officials, members of civil society, and indicator institutions about their experience with MCC or an MCC program; quantitative data on policy reform in MCC candidate countries; and detailed case studies of reform.

Disposition: Temporary. Destroy when uploaded and verified in the database or when 3 years old.

GRS 20, Item 2

Item 2: Master File. The database contains information from word documents, PDF files; excel spreadsheets, and text which is entered manually.

Disposition: Temporary. Cutoff when 10 years old or when information is placed in the official country-related case file. Destroy/delete when no longer needed for current business or when compact closes whichever is later.

Item 3: Outputs. Ad hoc reports to the CEO, Senior Staff, and Congress which include country name, date of entry, date of event, headline, main description, reference, and web link (where applicable). Reports can be generated by country, region, topic, or for a variety of products including performance reporting and outreach materials such as MCC's website, newsletter, speeches, and with the media.

Disposition: Temporary Destroy/delete when no longer needed for current business or when compact closes, whichever is later.

GRS 20, Item 16

Item 4: System Documentation

Disposition: Temporary. Cut off when system is superseded or obsolete. Delete three years after cut off.

GRS 20, Item 11

MCC SELECTION CRITERIA DATABASE SYSTEM

~~Item 5: Inputs.~~ Raw statistical data from third-party indicator institutions.

~~Disposition: Temporary.~~ Destroy when 2 years old.

GRS 20, Item 2

Item 6: Master File. The database only contains a significant amount of numerical data. Data collected on all countries around the world to conduct economic analysis, including MCC countries in robust datasets. It also stores a significant number of graphical representations of these data files.

Disposition: Temporary. Destroy data files when no longer needed for administrative or business purposes.

Item 7: Outputs (Country Scorecards and Table Boards).

Country Scorecards graphically present historical data for a specific country's performance on the indicators and numerically present the present year's indicator data, along with relative performance for the respective income group. A Table Board summarizes all indicator data for countries within a given income group, while indicating relative performance based on percent rank. On a table board, countries are listed from best performance to worst performance; color coding is utilized to further indicate performance characteristics.

Disposition: Temporary. Cut off at the close of the country compact file. Destroy five years after cutoff.

~~Item 8: System Documentation.~~

~~Disposition: Temporary.~~ Cut off when system is superseded or obsolete. Delete three years after cut off.

GRS 20, Item 11

COUNTRY DATABASE SYSTEM

~~**Item 9: Inputs:** Legal staff enters details and particulars pertaining to countries seeking MCG funding. As the country proposal process progress, information is added into the database. Data includes the status of legal documents pertaining to compact signing, entry into force and initial disbursement; status of country compact eligibility including threshold countries; status of legal filings according to statutory requirements; Board action items regarding compact and threshold countries; and outside counsel procurement information for compact countries.~~

~~**Disposition: Temporary:** Delete/destroy source data after has been transferred to the master file and verified.~~

GRS 20, Item 2

Item 10: Master File: Database that contains progress report and information such as a summary of the compact to-date including procurements, assessment, monitoring and implementation status.

Disposition: Temporary: Cutoff when system data is placed in official compact case file or superseded or obsolete. Destroy/delete three years after cut off.

~~**Item 11: Outputs:** Ad hoc and routine reports and spreadsheets, such as pending action items in the country checklists with regard to compact entry into force and initial disbursement. The information from these reports is used for various internal and external reasons, such as status reports to outside legal counsel regarding entry into force and initial disbursement.~~

~~**Disposition: Temporary:** Delete/destroy when no longer needed for current business.~~

GRS 20, Item 16

~~**Item 12: System Documentation:**~~

~~**Disposition: Temporary:** Cut off when database system is superseded or obsolete. Delete three years after cut off.~~

GRS 20, Item 11