

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-286-07-1	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1/3/07	
1. FROM (Agency or establishment) U.S. Agency for International Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau for Management, Office of Administrative Services			
3. MINOR SUBDIVISION Information and Records Division			
4. NAME OF PERSON WITH WHOM TO CONFER Cynthia Staples	5. TELEPHONE 202-712-0798	DATE 1/14/08 <i>us</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached page(s) are not 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;     
  is attached; or     
  has been requested.

DATE 122806	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joanne Paskar</i>	TITLE Joanne Paskar, USAID 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	SEE ATTACHED		

*At 1/15/08 copies sent to Agency, NWML, NWML, NWML*

**USAID/Washington and Missions Records Disposition Schedule  
Chapter 41 - Strategic Objective Records**

Before records are prepared for disposition, make copies of those documents that are required in accordance with ADS 540 USAID Development Experience Information and Reference Services (see section 540.3.2.1, 540.3.2.4, 540.3.2.5).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
41010	<b>Activity Development Files</b> - These documents describe the life cycle of an activity, including its design, purpose, implementation plan, USAID objectives, goals and results. Files include (but are not limited to) assessments, analyses, strategic planning, feasibility studies, pre-design documentation, market surveys, economic, social and environmental studies/reviews, results framework, and customer service plans.	<b>Permanent.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and hold in the office (or transfer to local storage). Transfer the records to USAID/W Records Depository 3 years after cutoff, where records will then be transferred to WNRC. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.
41020	<b>Core Document Files</b> - These documents contain information about the changes, decisions or revisions of the activity or objective issued by the Mission, USAID/W and/or program/project office. Files include (but are not limited to) result packages (RP) and amendments, result package approvals, cash transfers, performance monitoring/frameworks, bilateral grant agreements and amendments, loan agreements and amendments, policy measures, verification memoranda, memoranda of understanding (MOU), waivers, implementation letters, congressional notifications, delegations of authority, general/action memoranda, and implementation documents.  NOTE: MOU's (duplicated in 41040) files here would be <b>retained TEMPORARILY with the Acquisition and Assistance (A&amp;A) files</b> . In this instance, file the original here and a copy with the A&A files.	<b>Permanent.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and hold in the office (or transfer to local storage). Transfer the records to USAID/W Records Depository 3 years after cutoff, where records will then be transferred to WNRC. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.  (For example, if an activity closes 8/01/00, you would cutoff the files at the end of the fiscal year 09/30/00. Retain the files in office space (or transfer to local storage) until 09/30/03. Then you would transfer the files to USAID/W Records Depository.)
41030	<b>Correspondence Files</b> - These documents contain general information on conversations or thoughts that occur about the activity and are needed only for the life cycle of the activity. These documents do not contain the decision-making, change or revision of the activity. Files include (but are not limited to) cables (incoming and outgoing), letters, memoranda, e-mails, minutes of meetings, briefings, checklists, and strategic objective (SO) team documents. Refer to ADS 202 Programming Policy (202.3.4.6) for a list of standard documents that SO teams maintain.	<b>Temporary.</b> Cutoff at the end of the fiscal year after close of the activity and hold in the office (or transfer to local storage). Destroy/delete 3 years after cutoff.

**USAID/Washington and Missions Records Disposition Schedule  
Chapter 41 - Strategic Objective Records**

Before records are prepared for disposition, make copies of those documents that are required in accordance with ADS 540 USAID Development Experience Information and Reference Services (see section 540.3.2.1, 540.3.2.4, 540.3.2.5).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
41040	<p><b>Acquisition and Assistance (A&amp;A) Documentation Files</b> – These documents show the entire contractual process of the activity. Files include (but are not limited to) contracts, contract modifications, invitations for bids (IFB), request for proposal (RFP), procurement plans, pre-award selection documents, memoranda of negotiation, tasks and delivery orders, resource requests, purchase orders, Modified Acquisition and Assistance Request Documents, (MAARDs), financing requests, non-governmental grants, Public International Organization grants (PIOs), cooperative agreements, grant/cooperative agreement amendments Requests for Applications (RFA), Annual Program Statements (APS), Interagency Agreements – Participating Agency Service Agreements (PASAs) and Resources Support Service Agreements (RSSAs) and amendments to them, Interagency Agreements - 632(a) transfer and allocation agreements (Memoranda of Understanding [MOU] ), and Interagency Agreements – 632(b) interagency agreements that are <b>NOT</b> PASA/RSSAs (transfers that obligate funds, but <b>NOT</b> necessarily through the procurement office) and amendments to them.</p> <p>In addition, see ADS 302 USAID Direct Contracting (302.3.8.7) for contract closeout information.</p> <p><b>NOTE:</b> MOU's (duplicated in 41020) filed here would be <b>retained PERMANENTLY with the core document files</b>. In this instance, file a copy here and the original with the core document files.</p>	<p><b>Temporary.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and final payment is made, and then transfer to local storage. Destroy/delete 6 years 3 months after cutoff.</p>
41050	<p><b>Disbursing Authorization Files</b> – These documents show the expenditures and funds allocated to the activity and include invoices, billing statements or payment documentation. Files include (but are not limited to) letters of commitment, procurement authorizations, vouchers, direct reimbursement approvals, and collection vouchers.</p>	<p><b>Temporary.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and final payment is made, and then transfer to local storage. Destroy/delete 6 years 3 months after cutoff.</p>
41060	<p><b>Reports Files</b> – These documents give an account of the activity at regular intervals. These documents also explain and/or report the progress of the specific activity.</p> <p>a. Permanent files include (but are not limited to) final reports, audits, annual work plans, annual reports, evaluations, performance and technical reports, and reports to Congress.</p>	<p><b>Permanent.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and hold in the office (or transfer to local storage). Transfer the records to USAID/W Records Depository 3 years after cutoff, where records will then be transferred to WNRC. Transfer to NARA in 5-year blocks when the most recent records are 10 years old.</p>

### USAID/Washington and Missions Records Disposition Schedule Chapter 41 - Strategic Objective Records

Before records are prepared for disposition, make copies of those documents that are required in accordance with ADS 540 USAID Development Experience Information and Reference Services (see section 540.3.2.1, 540.3.2.4, 540.3.2.5).

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Temporary files include (but are not limited to) progress reports, monthly reports, quarterly reports and trip reports.	<b>Temporary.</b> Cutoff at the end of the fiscal year <u>after close of the activity</u> and final payment is made, and then transfer to local storage. Destroy/delete 3 years after cutoff.