

# Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

Job Number

NI-286-09-7

Date Received

9/10/09

1 From (Agency or establishment)

U.S. Agency for International Development

2 Major Subdivision

Bureau for Management/CIO

3 Minor Subdivision

Knowledge Management

4 Name of Person with whom to confer

Celida Malone

5 Telephone (include area code)

202-712-0779

Date

7-22-10

**WITHDRAWN**

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 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

Signature of Agency Representative

*Cynthia Staples*

Title

*Acting Chief, Information & Records  
Division, Office of Admin. Services*

Date (mm/dd/yyyy)

*9-4-09*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Development Experience System (DEXS)</p> <p>(See attached)</p> <p style="text-align: center;"><b>WITHDRAWN</b></p>		

United States Agency for International Development (USAID)  
Bureau of Management (M), Chief Information Office (CIO)  
Knowledge Management (KM)

Development Experience Clearinghouse (DEXS)

The Development Experience Clearinghouse (<http://dec.usaid.gov/>) is the largest online resource of USAID funded program and technical development documentation. The DEC contains bibliographic information on a wide range of USAID program and technical documentation. Known as the Agency's "Institutional Memory," the DEC includes more than 160,000 records of technical documents, over 65,000 of them available in PDF format for immediate download. The DEC also includes record information on Agency projects describing historical Agency programs, a searchable list of acronyms and abbreviations, and records describing older Agency documents available in paper copy form that users can request to be converted to electronic format for download.

This system contains records of USAID funded program and technical development documentation, some records note the existence of a paper copy or microfiche document on file and some of which contain the actual PDF document itself. The records are compiled from end-user submittal and in-house capture. Only hard-copy and electronic (preferred) final versions of USAID-funded material are authorized for submittal to the Development Experience Clearinghouse. The DEC allows for centralized repository of USAID related materials.

1. Master File

Development experience documents include those documents which describe the planning, design, implementation, evaluation, and results of development assistance activities which are generated during the life cycle of the program or activity. Contents of the Development Experience Clearinghouse are shared and used by Agency staff in USAID/W, field missions, and by development partners and academia.

**A. Disposition: Permanent.** Those records describing historical Agency programs should be transferred to WNRC when five years old. Offer to NARA when 30-years old in five year blocks.

**B. Disposition: Temporary.** Program records delete after the expiration of the retention period authorized for the hard copy.

**C. Disposition: Temporary.** Those records of technical documents delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

*with drawn*