



USAID
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USAID Washington Disposition Schedule Chapter 4: Food for Peace and Voluntary Assistance Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 4 FOOD FOR PEACE AND VOLUNTARY ASSISTANCE (FVA) RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
04010	<p>Common Type Files - These records should be <u>cutoff annually, by fiscal year</u>.</p> <p>FVA Grant Files - Files pertaining to grants made under the several FVA programs. Including copies of proposals; grant applications, agreements, and amendments; project, agreements, and amendments; project, financial, progress, and evaluation reports; and PIOs and related documentation and correspondence.</p>	<p>Temporary. Cut off when grant is terminated. Hold in office for 2 yrs., then retire to WNRC or other offsite records facility. Destroy 6 yrs. after termination of grant.</p>
04020	<p>Unsuccessful Grant Applications - Copies of applications of unsuccessful grant applicants and related documents and correspondence.</p>	<p>Temporary. Cut off when grant is awarded. Hold in office for 2 yrs., then destroy.</p>
04030	<p>Private and Voluntary Cooperation Files - These records should be <u>cutoff annually, by fiscal year</u>.</p> <p>Ocean Freight Files – These files pertain to the reimbursement by USAID for shipping expense incurred by voluntary agencies under “subvention” arrangements. Included are copies of procurement authorizations, Schedule D-Overseas Transportation, AID 1550 or equivalent, approval letters, etc., and related correspondence.</p>	<p>Temporary. Cut off when file is closed. Hold in office for 2 yrs., then retire to WNRC or other offsite records facility. Destroy 5 yrs. after file is closed.</p>
04040	<p>Registered Agency Files - These files document the private voluntary agencies' applications for registration containing all supporting papers pertaining to the applicant agencies' legal, financial, and operational status.</p> <p>a. Case Files on Individual Agencies</p>	<p>Temporary. Cut off when Agency is removed from registry, then retire to WNRC or other offsite records facility. Destroy 5 yrs. after removal.</p>
04050	<p>b. Annual Financial Submission</p>	<p>Temporary. Destroy when 3 yrs. old.</p>
04060	<p>Denied Agency Registration Files - Applications and related correspondence pertaining to private voluntary organizations' registration.</p>	<p>Temporary. Destroy 3 yrs. after denial.</p>

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04070	<p><u>Food for Peace Files</u></p> <p><u>Title I and III Voluntary Agency Agreement Files</u> – Copies of agreements and related documentation pertaining to USAID agreements with host governments under Title I and III of P.L. 480.</p>	<p>Temporary. Cut off when agreement is terminated. Hold in office for 2 yrs., then retire to WNRC or other offsite records facility. Destroy 6 yrs. after cut-off.</p>
04080	<p><u>Title II Bilateral Agreements</u> – Files consisting of the original agreements between the USAID and host governments under Title II of P.L. 480. Arrange alphabetically by country.</p> <p>a. <u>Original Agreements</u></p>	<p>Permanent. Retire upon termination of agreements. Offer to NARA in accumulations of one cubic feet.</p>
04090	<p>b. <u>Copies of Agreements</u></p>	<p>Temporary. Destroy when agreement is terminated.</p>
04100	<p><u>Section 416 Agreement Files</u> – Files consisting of the original agreements between USAID and voluntary organizations, multilateral organizations, or foreign governments, entered into under the provisions of Section 416 of the Agricultural Act of 1949. Arrange alphabetically by country.</p> <p>a. <u>Original Agreement</u></p>	<p>Permanent. Retire upon Termination of agreements. Offer to NARA in 5 yr. blocks, 5 yrs. after the most recent termination date.</p>
04110	<p>b. <u>Copies of Agreements</u></p>	<p>Temporary. Destroy when agreement is terminated.</p>
	<p><u>Title II Program Files</u> – Files arranged by country documenting all Title II program and project activity with individual host countries. Included are copies of program plans and projections, program operating and financial documents, annual estimates and requirements, project documentation, and related documents and correspondence.</p>	

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04120	a. Annual estimates of requirements (AERs) signed by USAID and the private Agency and operational plans.	Permanent. Hold in office for 2 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 10 yrs. old; i.e., in 1987 offer 1973-77 records.
04130	b. All other program documentation , including quarterly estimates, call forward agreements, and cables for shipping instructions.	Temporary. Hold in office 2 yrs., then retire to WNRC or other offsite records facility. Destroy when 6 years old.
04140	Voluntary Agency Ocean Transport Files –including copies of Letters of Commitment, Procurement Authorizations, Expenditure Reports, etc., and related correspondence.	Temporary. Hold in office for 2 yrs., then retire to WNRC or other offsite records facility. Destroy when 6 yrs. old.
04150	Agricultural Commodity Files – Reference copies of such documents as commodity specifications, Technical studies, and general material on agricultural commodities used in the Food for Peace program.	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.
GRS 23, Item 10	<p>Electronic Mail (E-mail) and Word Processing (WP) System Copies – Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Temporary. Destroy or delete with 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>