



USAID
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USAID Washington Disposition Schedule Chapter 5: Geographic Bureau General Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 5 GEOGRAPHIC BUREAUS GENERAL RECORDS – These records are **cutoff annually, by fiscal year**, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
05010	<u>Program Correspondence Files</u> – Subject and Country Files of Country Desk Offices. These files document in a unique way the operations in USAIDs and reflect their problems and accomplishments. Arrange by subject and country, as appropriate.	Temporary. Hold in office for 2 yrs., then retire to WNRC. Destroy when 10 yrs. old.
05020	<u>General Financial Files</u> – Working files pertaining to financial management functions of several geographic areas covering material relating to annual budget submissions, budget expenses, funding limits, background justification and expenses, monthly operating expenses, etc. Files containing such forms as: copies of Request for Budget Allowance, annual Budget Submissions, Request for Operational Year Budget Change, Project Implementation, and Advice of Budget Allowances. Files are used to control expenditures of funds.	Temporary. Hold in office for 3 yrs., then destroy.
05030	<u>Congressional Notification and Congressional Presentation File</u> – Working files containing information needed for presentation of the Bureaus' annual program and budget to Congress and any changes to the program that require congressional notification. They contain information on operational year budget changes, congressional notifications, program revision requests, guidelines for preparation of congressional notification, advice of program change, and monthly project accounting information system reports.	Temporary. Close file at end of fiscal yr. Hold in office for 1 yr., then retire to WNRC. Destroy when 6 yrs. old.
05040	<u>Country Development Strategy Statement (CDSS) File</u> – Formal statements on each country's foreign aid assistance program submitted by USAID annually. These statements are printed and bound and distributed to appropriate offices throughout the Agency. a. <u>Record copies</u> maintained in Geographic Bureaus, arrange by country and thereunder chronologically.	Permanent. Hold in office for 3 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
05050	b. <u>Copies used for reference.</u>	Temporary. Destroy when no longer needed for reference.
05060	<u>Briefing Files</u> - Files consisting of reports prepared by USAID staff members for USAID officials anticipating visits to countries where USAID has a mission. These reports contain pertinent information on the country to be visited and the current USAID assistance program in the country.	Permanent. Cut files off annually. Hold in office for 3 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 10 yrs. old, e.g., in 1987 offer 1973-77 records.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
GRS 23, Item 10	<p><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u> – 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> <ul style="list-style-type: none"> 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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. 	<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>