



**USAID**  
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# USAID Washington Disposition Schedule Chapter 6: Legislative and Legal Affairs Records

A Mandatory Reference for ADS Chapter 502

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**USAID WASHINGTON DISPOSITION SCHEDULE**

**CHAPTER 6 LEGISLATIVE AND LEGAL AFFAIRS RECORDS** – These records are cutoff annually, by fiscal year, unless stated otherwise.

| ITEM NO. | DESCRIPTION OF RECORDS   | AUTHORIZED DISPOSITION  |
|----------|--|---|
| 06010    | <p><b><u>Congressional Correspondence Files</u></b> – Correspondence between the Agency and members of Congress and signed by the Administrator, his Deputy, or the Director of Legislative and Public Affairs. Arrange alphabetically by the name of the Congressional member.</p> <p>a. <b><u>Papers containing policy and precedent and requiring research which documents relations with Congress.</u></b></p> | <p><b>Temporary.</b> Cut off at the end of each Congress. Hold in office for 3 yrs., then retire to WNRC. Destroy when 10 yrs. old.</p>         |
| 06020    | <p>b. <b><u>All other routine correspondence.</u></b></p>  | <p><b>Temporary.</b> Destroy when 2 yrs. old.</p>   |
| 06030    | <p><b><u>Correspondence Brief</u></b> – Briefs or drafts of letters to members of Congress prepared by the Office of Legislative and Public Affairs.</p>   | <p><b>Temporary.</b> Destroy when no longer needed for reference.</p>   |
| 06040    | <p><b><u>Committee Prints and Hearing Records</u></b> – Copies of printed committee reports and Congressional hearings.</p>  | <p><b>Temporary.</b> Destroy when no longer needed for reference.</p>   |
| 06050    | <p><b><u>Litigation and Enforcement Case Files</u></b> – Case files containing documents containing information on all dispute matters where USAID is involved, such as contract disputes, civil or criminal litigation, etc. Files also containing legal information, in the form of advice, furnished to the Inspector General's office in the conduct of their investigations.</p>                              | <p><b>Temporary.</b> Cut off file when case is closed. Hold in office for 1 yr., then retire to WNRC. Destroy 10 yrs. after case is closed.</p> |
| 06060    | <p><b><u>Legal Opinions and Decisions Files</u></b> – Files of legal opinions on law and Executive Orders as a result of requests from USAID offices on any matter requiring interpretation of Federal or other law. Files include requests for advice, formal legal opinion and decisions, and related correspondence.</p> <p>a. <b><u>Original paper copies microfilmed.</u></b></p>                             | <p><b>Temporary.</b> Destroy original paper records after verification of film.</p>   |
| 06070    | <p>b. <b><u>Original silver master and duplicate.</u></b></p>  | <p><b>Permanent.</b> Transfer to NARA in 5 yr. blocks when most recent record is 20 yrs. old.</p>   |
| 06080    | <p>c. <b><u>Original paper copies not microfilmed.</u></b></p>   | <p><b>Permanent.</b> Offer to NARA in 5 yr. blocks when most recent record is 30 yrs. old.</p>  |

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| <p>06090</p> <p>06100</p> <p>06110</p>                  | <p><b><u>Financial Disclosure Reports</u></b></p> <p>a. <b><u>Reports and related documents submitted by individuals</u></b> as required under the Ethics in Government Act of 1978 (P.L. 95-521).</p> <p>1) <b><u>Records including SF 278A for individuals filing according to Section 101(b) or (c) of the Act and not subsequently confirmed by the Senate.</u></b></p> <p>2) <b><u>All other records,</u></b> including SF 278.</p> <p>b. <b><u>All other statements of employment and interests and related records,</u></b> including <b><u>confidential statements</u></b> filed under Executive Order 11222.</p>   | <p><b>Temporary.</b> Destroy 1 yr. after nominee ceases to be under consideration for appointments, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (GRS 25, Item 2.a.(1))</p> <p><b>Temporary.</b> Destroy when 6 yrs. old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (GRS 25, Item 2.a.(2))</p> <p><b>Temporary.</b> Destroy when 6 yrs. old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (GRS 25, Item 2.c.(2))</p> |
| <p>GRS 23, Item 10</p> <p>or</p> <p>GRS 25, Item 10</p> | <p><b><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u></b> - 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</p> | <p><b>Temporary.</b> Destroy or delete with 180 days after the recordkeeping copy has been produced.</p> <p><b>Temporary.</b> Destroy or</p>   |

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|          | copy.                  | delete when dissemination, revision, or updating is completed. |