



USAID
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USAID Washington Disposition Schedule Chapter 12: Advisory Committee on Voluntary Foreign Aid Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 12 ADVISORY COMMITTEE ON VOLUNTARY FOREIGN AID RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12010	<u>Committee Meeting Files</u> - General correspondence, copies of meeting agendas, minutes, and other documentation pertaining to the proceedings of the individual meeting. Arranged chronologically. (1 cu. ft per year)	Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987 offer 1973-77)
12020	<u>Files on Individual Committee Members</u> - Copies of resumes, travel records, and other pertinent administrative records.	Temporary. Cut off files when membership is terminated. Hold in office for 1 yr., then destroy.
12030	<u>Contract Files on Meetings</u> - Administrative copies of contracts on the individual meetings (4 per year).	Temporary. Hold in office for 1 yr., then destroy.
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 within 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>