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# USAID Washington Disposition Schedule Chapter 13: Board for International Food and Agricultural Development (BIFAD) Records

A Mandatory Reference for ADS Chapter 502

Revision Date: 03/23/2006

Responsible Office: M/AS/IRD

File Name: 502mac13\_032306\_cd43

**USAID WASHINGTON DISPOSITION SCHEDULE**

**CHAPTER 13 BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT (BIFAD)** – These records are cut off annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13010	<p><b>Meeting Files</b> – Files consisting of such records as notices to the Federal Register, agendas and minutes of meetings, discussion papers, transcripts of proceedings, and related correspondence.</p> <p>a. Board for International Food and Agricultural Development (composed of 7 Board members from the private sector) meeting files.</p>	<p><b>Permanent.</b> Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (e.g., in 1987, offer 1973-77 records.)</p>
13020	<p>b. Joint Committee on Agricultural Research and Development (JCARD) meeting files. JCARD is composed of 20 members and is a subcommittee of the Board.</p>	<p><b>Permanent.</b> Hold in office for 3 yrs., then retire to WNRC. Office to NARA in 5 yr. blocks when latest record is 10 yrs. old.</p>
13030	<p>c. Bi-annual charters for the board, correspondence relating to the charters, and amendments to the charter.</p>	<p><b>Permanent.</b> Cut off files bi-annually. Hold in office for 3 yrs. Offer to NARA in accumulations of one cu.ft.</p>
13040	<p><b>Agricultural Projects Case Files</b> – Documents accumulated in the initial development of agricultural projects under grants with universities. <b>The official project files</b> on these projects are <b>maintained by the Geographic Bureaus</b>.</p>	<p><b>Temporary.</b> Cut off when BIFAD has completed its work on initial project negotiations. Destroy 3 yrs. after cut off.</p>
GRS 23, Item 10	<p><b>Electronic Mail (E-mail) and Word Processing (WP) System Copies</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 copy.</p>	<p><b>Temporary.</b> Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p><b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed.</p>

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