



USAID
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USAID Mission Disposition Schedule Chapter 27: Non-Project Assistance Records

A Mandatory Reference for ADS Chapter 502

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USAID MISSION DISPOSITION SCHEDULE

CHAPTER 27 NON-PROJECT ASSISTANCE RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

These records relate to Economic Support Fund activities and include grants and loans for program assistance in selected countries of special political interest to the United States. Recipients purchase goods and services from U.S institutions and firms under P.L. 480 Title I and the Commodity Import Program. Cash transfers and sector assistance are also provided as non-project assistance.

27010	Program (non-project) Procurement File - Case files of grant and loan agreements, implementation letters, letters of commitment and related documents and correspondence pertaining to program (e.g., Commodity Import Program) transactions.	Temporary. Cut off at the end of FY in which case is closed. Hold at post 2 yrs., then transfer to USAID/W. Retire to WNRC. Destroy when 10 yrs. old.
27020	<p>Commodity Import Programs (CIP) Files</p> <p>a. CIP Financial Files - Conformed copies of agreements, letters of commitment (L/C) and related correspondence and other financial documentation pertaining to individual agreements (Grants/Loans) under the CI Program.</p>	Temporary. Destroy 10 yrs. after L/C is issued.
27030	b. Statistical Reports Files - Copies of quarterly/monthly reports containing basic financial information regarding the current status of CIP transactions.	Temporary. Destroy when 5 yrs. old.
27040	c. CIP Concurrence Letters - Copies of CIP letters of transaction approval sent to private sector and public importers.	Temporary. Destroy when 3 yrs. old.
27050	d. End Use Reporting Files - Records of "end use" checks made by staff to determine proper use of program by host country under the loan/grant agreement. Also included are correspondence and other documents containing follow-up information.	Temporary. Cut off file at end of FY in which all problems are resolved. Hold at post 2 yrs., then transfer to USAID/W. Retire to WNRC. Destroy when 7 yrs. old.
27060	e. Damage/Loss Reports - Reports and related correspondence pertaining to losses of or damage to cargo or commodities incurred in shipment.	Temporary. Destroy when 6 yrs. old. (GRS 9, Item 2)
27070	f. Distressed Cargo Files - Reports and related correspondence on cargo that is distressed, i.e., involved in customs or other problems, resulting in delays in being released from the port.	Temporary. Destroy when 6 yrs. old. (GRS 9, Item 2)
27080	g. Excess Property Files - Files pertaining to procurement by host country importers of excess Federal property.	Temporary. Destroy when 10 yrs. old.
27090	<p>Country Development Strategy Statement (CDSS) File</p> <p>a. Formal Statements on the country foreign aid assistance program are submitted to USAID/W annually. These statements are printed, bound, and issued by AID/W.</p>	Temporary. Destroy when 5 yrs. old.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	<p>b. <u>Work papers</u></p>	<p>Temporary. Destroy when formal CDSS is issued.</p>
<p>GRS 23, Item 10</p>	<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> <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 within 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>