



**USAID**  
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# USAID Mission Disposition Schedule Chapter 33: Budget Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE**

**CHAPTER 33 BUDGET RECORDS** – These records are cut off annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
33010	<b>Budget Correspondence Files</b> - Correspondence files in the office responsible for submitting the ABS to AID/W. Files pertain to routine administration, internal procedures, and other matters not covered elsewhere in this Schedule.	<b>Temporary.</b> Destroy when 2 years old. (GRS 5, Item 1)
33020	<p><b><u>Budget Records</u></b></p> <p>a. Mission's copy of Annual Budget Submission.</p> <p>b. Working papers, cost statements, and data accumulated in the preparation of the Annual Budget Submission.</p>	<b>Temporary.</b> Destroy 3 yrs. after the end of the fiscal yr. (GRS 5, Item 3.b.)
33030		<b>Temporary.</b> Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 2)
33040	<b><u>Budget Report Files</u></b> – Periodic reports on the status of appropriation accounts and apportionment.	<b>Temporary.</b> Destroy 3 yrs. after the end of the fiscal yr. (GRS 5, Item 3.b.)
33050	<b><u>Budget Apportionment Files</u></b> - Apportionment and reappointment schedules, proposing quarterly obligations under each authorized appropriation.	<b>Temporary.</b> Cut off at end of fiscal year. Destroy when 2 years old. (GRS 5, Item 4)
GRS 5, Item 5	<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 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>