



USAID
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USAID Washington Disposition Schedule Chapter 7: Private Enterprise (Pre) Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 7 PRIVATE ENTERPRISE (PRE) RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
07070	b. <u>Inspection reports on housing construction.</u>	for 3 yrs., then destroy. Temporary. Cut off when construction is completed. Hold in office for 3 yrs., then destroy.
07080	c. <u>General Correspondence.</u>	Temporary. Destroy when 2 yrs. old.
07090	<u>Studies and Reports on Shelter Activities and Housing Guaranty Programs</u> – Studies and reports on various aspects on the USAID worldwide shelter sector activities, including the Housing Guaranty Program. Arranged by subject.	Permanent. Retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
GRS 23, Item 10	<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. 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.	Temporary. Destroy or delete with 180 days after the recordkeeping copy has been produced. Temporary. Destroy or delete when dissemination, revision, or updating is completed.