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USAID Washington Disposition Schedule Chapter 10: Science and Technology Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 10 SCIENCE AND TECHNOLOGY (S&T) RECORDS – These records are cut off annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10010	<p>S&T Project Files – These files consist of documentation pertaining to the management of grants, contracts, and cooperative agreements of centrally funded projects. Files include, but are not limited to, copies of proposals, applications, agreements, contracts, interim progress reports, PIO/Ts, project papers, published and unpublished reports, and other documents and correspondence pertinent to the project.</p> <p>a. Project papers and published or unpublished reports (exclusive of interim project progress reports), books, studies, or any other final product.</p>	<p>Permanent. Cut off at close of project. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (e.g., in 1987, offer 1973-77 records.)</p>
10020	<p>b. All other project records.</p>	<p>Temporary. Cut off when project is terminated. Hold in office for 2 yrs., then retire to WNRC. Destroy 6 yrs. after termination of project.</p>
10030	<p>c. Closed project records stored in WNRC.</p>	<p>Permanent. Offer all project records to NARA. Those not accessioned, destroy immediately.</p>
10040	<p>Unsolicited Project Proposals</p> <p>a. Successful proposals</p>	<p>Temporary. File in applicable project files and apply authorized disposition as indicated in Item 10020 above.</p>
10050	<p>b. Unsuccessful proposals</p>	<p>Temporary. Cut off when project is awarded. Hold in office for 2 yrs., then destroy.</p>
10060	<p>Memoranda of Understanding (MOU) Files – Copies of signed MOUs with universities regarding the scope of work to be performed by institutions under USAID strengthening grants and contracts. Include in related correspondence.</p>	<p>Temporary. Cut off when MOU is cancelled or superseded. Hold in office for 2 yrs., then retire to WNRC. Destroy 6 yrs. after termination of related project.</p>

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10070	<p><u>Sector Council Files</u> – Files pertaining to the activities of several USAID councils or committees composed of appropriate USAID staff members to advise the Agency in the various areas (sectors) or USAID development assistance to host countries.</p> <p>Included are meeting agendas, minutes of meetings, copies of papers prepared by the councils, and related records and correspondence. Arranged chronologically within sector councils.</p>	<p>Permanent. Hold in office for 3 yrs. then retire to WNRC. Transfer to NARA when most recent record in 10 yrs. old.</p>
10080	<p><u>International Organizations Files</u> – These files consist of correspondence, reports, and records of meetings and conferences pertaining to USAID interest in the organization, planning, and operations of international organizations (such as the Consultative Group on International Agricultural Research (CGIAR) in USAID areas of concern. Arranged by organization and thereunder chronologically.</p>	<p>Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record 10 yrs. old.</p>
10090	<p><u>Research Advisory Committee (RAC) Files</u> – Documentation accumulated by the Office of Research and University Relations (RUR) in its capacity as the Secretariat for the RAC.</p> <p>a. Meetings records, consisting of agendas documentation on RAC meetings. Arrange chronologically.</p>	<p>Permanent. Hold in office for 3 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.</p>
10100	<p>b. Members files, consisting of general material on the individual RAC members.</p>	<p>Temporary. Destroy when superseded, obsolete, or no longer needed.</p>
10110	<p>c. Administrative files documenting the routine housekeeping functions supporting RAC activities.</p>	<p>Temporary. Hold in office for 2 yrs. then destroy.</p>
10120	<p><u>Joint Career Corps (JCC) Files</u> – Files consist of correspondence and other records pertaining to the recruitment of members in the JCC, and USAID negotiations with universities on matters relating to the Corps activities.</p> <p>a. <u>Agreements with universities.</u></p>	<p>Temporary. Cut off when agreements are terminated. Hold in office for 3 yrs., then destroy.</p>
10130	<p>b. <u>JCC member biographical data file.</u></p>	<p>Temporary. Cut off when member is separated from Corps. Hold in office for 1 yr. after separation, then destroy.</p>
10140	<p>c. <u>Correspondence and other general records.</u></p>	<p>Temporary. Hold in office for</p>

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10210	e. <u>Records pertaining to third country training</u> that include agreements, correspondence, and reports.	Permanent. Hold in for 3 yrs. then retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (NC 1-286-76-3)/(TRG 2-2)
10220	<u>All other copies.</u>	Temporary. Destroy when obsolete. (TRG 12-2, 13)
10230	<p>Participant Trainee Case Files – Records containing PIO/P's bio-data, call forward, notice of arrival, course records, reports, commendations/certificates, file by PIO/P number:</p> <p>a. <u>Selected one file for each training field</u>, e.g., agriculture, education, health, etc.</p>	Temporary. Cut off after closeout. Hold in office for 2 yrs. then retire to WNRC. Destroy 20 yrs. after cutoff. (NC 1-286-76-3)/(TRG (a))
10240	b. <u>Files for all V.I.P.s and potential professional leaders.</u>	Temporary. Cut off when case is closed. Hold in office for 2 yrs. then retire to WNRC. Destroy 20 yrs. after cutoff.
10250	c. <u>Files for all outstanding participants</u> whose achievements are an asset to their country and a testimony to the success of USAID programs.	Temporary. Cut off after closeout. Hold in office for 2 yrs. then retire to WNRC. Destroy 20 yrs. after closeout.
10260	d. <u>All other records.</u>	Temporary. Cut off after closeout. Hold in office 2 yrs. then retire to WNRC. Destroy 5 yrs. after cut off. (NC 1-286-76-3)/(TRG e)
10270	<u>Printouts containing summary data for each trainee or training project.</u>	Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG)

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10280	<u>Card files and other summary data for each trainee or training project</u> (except computer tapes and printouts and reports described elsewhere in this schedule.)	Temporary. Destroy upon transfer of data to computer tapes. (NC 1-286-76-3)/(TRG)
10290	<u>Copies of participating agency service agreements and conformed copies of contracts with colleges and universities or professional societies</u> that serves to document arrangement for participant training.	Permanent. Hold in office for 2 yrs., then retire to WNRC. Destroy when 5 yrs. old. (NC 1-286-76-3)/(TRG)
10300	<u>Participant English Testing and Training Report, Report Control Symbol U-1380/7</u> , or equivalent, summarizing all English language testing and training activities carried on for participants by or under the direction of the Mission.	Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG 11-1)
10310	<u>"Returned Participants Follow-up Activities," Annual Report No.U-418</u> , or equivalent, containing a summary of all significant follow-up activities carried out during the reporting period on returned participants.	Permanent. Hold in office for 3yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG 8)
10320	<u>Monthly Returned Participant Follow-up Data, Report Control Symbol U-1380/6</u> , or equivalent.	Temporary. Maintain in office for 1 yr. then destroy. (NC 1-286-76-3)/(TRG 8)
10330	<u>Participant Training Directories, newsletters and other issuance's</u> prepared for use of participants, SER/IT, and other USAID staff: a. <u>Record copy.</u>	Permanent. Hold in office for 2 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG 10a)
10331	b. <u>Distributed copies.</u>	Temporary. Destroy when obsolete. (NC 1-286-76-3)/(TRG 10b)

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
10340	<u>Report on contracts</u> , made by team leaders or managers of participant groups concerning industries or agencies visited.	Temporary. Maintain in office for 2 yrs., then retire to WNRC. Destroy when 5 yrs. old. (NC 1-286-76-3)/(TRG 7)
10350	<u>Case files for individual facilities</u> , arranged alphabetically by name of facility, field of activity, or location.	Temporary. Review annually. Cut off closed case files. Hold in office 2yrs., then retire to WNRC. Destroy when 20 yrs. old. (NC 1-286-76-3)/(TRG 7)
10360	<p><u>Travel and Interpreter Services:</u></p> <p>a. <u>Files regarding participant and dependent travel purchases, ownership and operation of automobiles, waiver of visa requirements, and handling of illness and death cases.</u></p>	<p>Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG 9-3)</p>
10370	b. <u>Interpreter services, policy and procedures files.</u>	Permanent. Hold in office for 3 yrs., then retire to WNRC. Offer to NARA in 5 yr. blocks when latest record is 10 yrs. old. (NC 1-286-76-3)/(TRG 9-3)
10380	c. <u>Case files containing copies of contracts and bio-data of individual interpreters.</u>	Temporary. Review annually. Cut off closed files. Hold in office for 2 yrs., then retire to WNRC. Destroy 5 yrs., after completion of assignment or upon termination of participant training program. (NC 1-286-76-3)/(TRG 9-3)
10390	d. <u>Case files containing letters of assignment, vouchers, and payroll information for individual interpreters.</u>	Temporary. Cut off closed files. Destroy 1 yr. after completion of assignment. (NC 1-286-76-3)/(TRG 9-3)

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10400	<p><u>Training Conference Materials</u></p> <p>a. <u>Papers regarding conferences attended by participants in connection with training programs</u>, indicating number in attendance, dates, places, and itineraries.</p>	<p>Temporary. Destroy when 2 yrs. old. (NC 1-286-76-3)/(TRG 3)</p>
10410	<p>b. <u>Material describing training course available to participants</u>, including prospectuses.</p>	<p>Temporary. Hold in office for 2 yrs., then retire to WNRC. Destroy when 5 yrs. old. (NC 1-286-76-3)/(TRG 4)</p>
10420	<p><u>Correspondence and related material regarding methods of ensuring continuing contact with participants after training</u> to develop maximum potential of individual participants</p>	<p>Temporary. Hold in office for 2 yrs., then retire to WNRC. Destroy when 20 yrs. old. (NC 1-286-76-3)/(TRG 8)</p>
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> <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>