



USAID
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USAID Mission Disposition Schedule Chapter 25: General Records

A Mandatory Reference for ADS Chapter 502

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USAID MISSION DISPOSITION SCHEDULE

CHAPTER 25 GENERAL RECORDS – These records are cut off annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
25010	<p>General Correspondence Files (Centralized or Decentralized) - Letters, cables, messages, memoranda, economic or other studies and reports, forms and other data documenting and/or implementing plans, policies, procedures, decisions and accomplishments pertaining to USAID programs and staff activities. The documents described in a) and b) below are arranged by subject using the agency subject file classification system contained in ADS 502. These records should be <u>cut off annually, by fiscal year</u>.</p> <p>a. Office Program Subject Files - Subjects pertaining to USAID programs and/or functions for which the office exists.</p>	<p>Permanent. When 2 yrs. old transfer to USAID/W then retire to WNRC. Transfer to NARA in 5-year blocks when most recent records are 20 yrs. old.</p>
25020	<p>b. Office Administrative Subject Files - Subjects pertaining to routine internal management or general administration (budget, personnel, procurement, etc.) rather than the function for which the office exists.</p>	<p>Temporary. Destroy when 2 yrs. old or sooner if purpose has been served.</p>
25030	<p>c. Country Files - Documents of a general nature pertaining to various aspects of the foreign aid assistance program in various countries, arranged for convenience of reference alphabetically by the names of the various countries.</p>	<p>Temporary. Destroy when 3 yrs. old.</p>
25040	<p>Conference, Meetings and Seminar Files - These files consist of meeting agendas, minutes, statement papers, reports, and correspondence pertaining to international meetings at which USAID staff is represented. Arranged chronologically and thereunder by subject of meeting. (Volume of records accumulated annually negligible. Volume of records accumulated to date unknown). These records should be <u>cut off annually, by fiscal year</u>.</p>	<p>Permanent. When 2 yrs. old transfer to USAID/W then retire to WNRC. Transfer to NARA in 5-year blocks when most recent records are 20 yrs. old.</p>
25050	<p>Reading, Chronological, and Cable Files - These records should be <u>cut off annually, by calendar year</u>.</p> <p>a. Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p>	<p>Temporary. Destroy when 1 yr. old or when reference value has been exhausted, whichever is sooner. (NC1-286-82-2)</p>
25060	<p>b. Extra copies of incoming and outgoing cables arranged chronologically.</p> <p>NOTE: The authorized disposition for action copies of correspondence and cables will be found in the applicable disposition chapter that describes the official records.</p>	<p>Temporary. Destroy when 1 yr. old, or when reference value has ceased, whichever is sooner.</p>

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25070	<p><u>Transitory Files</u> - Papers of short-term interest that have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:</p> <ul style="list-style-type: none"> a. <u>Request for Information or Publications</u> - Routine requests for information or publications that require no administrative action, no policy decisions, and no special complications or research for reply, such as requests for publications or other printed material. b. <u>Letters of Transmittal</u> - Letters of transmittal that do not add any information to that contained in the transmitted material. c. <u>Quasi-Official Notices</u> - Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers. 	<p>Temporary. Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (i.e., implementing the auto-delete feature of “live” electronic mail systems). (GRS 23, Item 7)</p>
25080	<p><u>Reference Files</u></p> <ul style="list-style-type: none"> a. <u>Staff Working Files</u> - Reference files maintained for convenience by individual staff members. Includes extra copies of project material and other records maintained in official USAID files. 	<p>Temporary. Destroy or delete when no longer needed for convenience of reference. (GRS 23, Item 5.b)</p>
25090	<ul style="list-style-type: none"> b. <u>Reference Publication Files</u> – Extra copies of USAID internal and/or external directives, and publications issued by other Government agencies and non-governmental organizations maintained for reference within an office. 	<p>Temporary. Destroy when superseded, obsolete, or no longer needed for reference purposes.</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> <ul style="list-style-type: none"> 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. 	<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>