



USAID
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USAID Mission Disposition Schedule Chapter 28: Food for Peace Records

A Mandatory Reference for ADS Chapter 502

Revision Date: 03/23/2006

Responsible Office: M/AS/IRD

File Name: 502mac28_032306_cd43

**USAID MISSION DISPOSITION SCHEDULE
CHAPTER 28 FOOD FOR PEACE RECORDS**

These records relate to the implementation of the Food for Peace program under Titles I, II and III of Public Law 480. These records are **cut off annually, by fiscal year**, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
28010	General Files - Correspondence, reports, and other documentation pertaining to the implementation of the FFP Program, including vessel movement records, evacuation reports, vessel claims, etc.	Temporary. Destroy when 6 years old.
28020	Voluntary Agency Program (Title II) Files - Correspondence, reports, and other records regarding donation of agricultural commodities to needy people, refugee and child feeding, or extraordinary relief needs conducted by nonprofit voluntary agencies registered with the Committee on Voluntary Foreign Aid.	Temporary. Destroy when 6 years old.
28030	Famine Relief and other Assistance Files - Correspondence, reports, and other records relating to grants of surplus food under Title II, famine relief and other assistance direct to host governments.	Temporary. Destroy when 6 years old.
28040	Title I and III Implementation and Evaluation Files - Correspondence and reports pertaining to the FFP Office's implementation of the provisions of Titles I and III and program evaluations reports.	Temporary. Destroy when 6 years old.
GRS 23, Item 10	<p>Electronic Mail (E-mail) and Word Processing (WP) System Copies - 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>