



**USAID**  
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# USAID Mission Disposition Schedule

## Chapter 29: Housing and Urban Development Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE  
CHAPTER 29 HOUSING AND URBAN DEVELOPMENT RECORDS**

These records relate to project assistance to countries in the area of housing and urban development. Since this function is centralized in the Housing Office, USAID/W, most of the records described below are only administrative copies of the record copies that are maintained in Washington and therefore are held in the overseas offices a relatively short period of time.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
29010	<p><b><u>Housing and Urban Development Project Files</u></b> - Copies of guaranty authorizations, guaranty and loan agreements, implementation agreements, cost schedules, reports, financial data, request for disbursement and disbursement authorizations, progress reports, evaluation reports, technical data, and related documents and correspondence.</p>	<p><b>Temporary.</b> Cut off when project is completed. Destroy 1 yr. after project completion, those records which are known to be duplicative of records in the Housing office in USAID/W. Transfer the remainder of the project file to USAID/W Housing office Washington (Code PRE/H) 1 yr. after project is completed. PRE/H will incorporate in official USAID/W Housing files for transfer to WNRC (see 07090).</p>
GRS 23, Item 10	<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> <ul style="list-style-type: none"> <li>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.</li> <li>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</li> </ul>	<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>