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USAID Mission Disposition Schedule Chapter 31: Administrative Management Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE
CHAPTER 31 ADMINISTRATIVE MANAGEMENT RECORDS**

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
31010	<p><u>Directives Files</u> - Formal directives distributed as Mission Orders, Notices, Circulars, or in loose-leaf manual form announcing changes in the Mission's policies and procedures.</p> <p>a. <u>Mission directives related to Mission's program functions.</u> Arranged chronologically and thereunder by directive number. (Volume per year approximately 5 cu.ft.)</p>	<p>Permanent. Transfer to USAID/W when 3 yrs. old. Retire to WNRC. Offer to NARA in 5 yr. blocks when the most recent records are 20 yrs. old. (See 14010)</p>
31020	<p>b. <u>Mission directives related to routine administrative functions</u> (e.g., payroll, procurement, personnel), and all Mission Notices and Circulars.</p>	<p>Temporary. Destroy when superseded or obsolete. (GRS 16, Item 1.a.)</p>
31030	<p><u>Publications</u> - Pamphlets, reports, leaflets, manuals, or other published or processed documents, or the last manuscript report if not published, which has been produced or financed by USAID and is not included in other records elsewhere.</p> <p>a. <u>Record copy.</u></p>	<p>Permanent. Transfer to USAID/W when 3 yrs. old. Retire to WNRC. Offer to NARA in 5 yr. blocks when most recent record is 10 years old. (See 14050)</p>
31040	<p>b. <u>Working papers and background materials.</u></p>	<p>See 31060</p>
31050	<p><u>Administrative Management Project Control Files</u> - Memoranda, reports, and other records documenting assignments, progress, and completion of projects.</p>	<p>Temporary. Destroy 1 yr. after the yr. in which the project is closed. (GRS 16, Item 5.)</p>

USAID MISSION DISPOSITION SCHEDULE

CHAPTER 31 ADMINISTRATIVE MANAGEMENT RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
31060	Working Papers - Background records, such as studies, analyses, notes, drafts, and interim reports, used in development of final report or document.	Temporary. Destroy 3 yrs. after completion of report.
GRS 16, Item 15	<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>