



USAID
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USAID Mission Disposition Schedule
Chapter 32: Audit, Investigation, and Inspection Records
A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE
CHAPTER 32 AUDIT, INVESTIGATION, AND INSPECTION RECORDS**

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
32010	<u>Regional Inspection and Investigation Report Files</u> - Case files on inspections and investigations of USAID overseas activities, consisting of reports and supporting papers.	Temporary. One year after case is closed: (1) destroy duplicate copies of basic documents that are maintained in USAID/W; and (2) transfer original notes and case-related original records of evidence to the USAID/W IG/II office. (see 19110)
32020	<u>Regional Audit Report Files</u> a. <u>Case files on internal audits</u> made of overseas offices, including audits of cooperative services and voluntary agency programs under Title III of P.L. 480. Files include copies of reports supporting papers and related correspondence..	Temporary. Cut off file at end of FY after close of case. Destroy 8 yrs. after cutoff.
32030	b. <u>Audit work papers</u> consisting of working files, the substance of which is contained in the official case files described in Item 32020 above.	Temporary. Destroy 1 year after audit has been issued.
GRS 23, Item 10	<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. 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.	Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced. Temporary. Destroy or delete when dissemination, revision, or updating is completed.