



General Records Schedule/USAID Combined Records Disposition Schedules

Electronic Records Disposition Schedule

Full Revision Date: 03/31/2016
Responsible Office: M/MS/IRD
File Name: 502maa_033116

This schedule provides disposal authorization for certain electronic records and USAID electronic information systems. The records covered by several items in this schedule are authorized for erasure, deletion, or retirement when USAID determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

This electronic records disposition schedule is divided into two parts:

Part I) The electronic records schedule is obtained from the National Archives and Records Administration (NARA), General Records Schedule. These records pertain to data processing in database management systems or other specific applications, as well as other specific electronic records that are standard for all Government agencies. However, all staff, including contractors, must contact the Bureau for Management, Management Services, Information and Records Division (M/MS/IRD) to determine the appropriate schedule to match your electronic records and to get approval (before disposing of any electronic records).

Part II) The record content unique to USAID begins at item 28. Items 28 through 63 pertain to record content associated with USAID electronic information systems or specific electronic records maintained by Bureaus/Offices as indicated in the second column under "Location." These electronic information systems or specific electronic records were established to support or to carry out the functions of USAID or the specific Bureaus/Offices. These records mostly fall under USAID-specific records disposition schedules. The system owners or assigned contact persons in that Bureau/Office are responsible for the system or electronic records and must coordinate all aspects of electronic records management with M/MS/IRD.

If an information system or certain electronic records are in the process of being designed or developed, please contact M/MS/IRD so that recordkeeping capabilities (e.g., indexing and version controls) and approved electronic records disposition are programmed into the system from the beginning. Additionally, if your Bureau/Office has created and/or maintained an electronic information system that is not included in this schedule, please complete form 502-1, "Description of Electronic Records" (available on the USAID Forms Web site) and submit it to M/MS/IRD so that a disposition can be established and approved.

If you are aware of any electronic system of electronic record content which is "unscheduled" or it does not have an "authorized disposition," it means that you are not authorized to delete or erase the electronic records until the such record content is scheduled. M/MS/IRD, in coordination with the system owner or office, will establish disposition instructions and submit an SF-115, Request for Records Disposition Authority, to NARA for approval.

If the disposition for electronic records is destruction, e.g. "Destroy when one year old," destroy the files in the manner appropriate to the medium, e.g. deletion, writing over, or throwing out. However, if the files contain restricted or security classified information, simple deletion of a disk or diskette is not enough. The information must be totally eliminated by erasure or by using a program that will completely overwrite the data.

There are various major information systems in this electronic schedule that have been designated as permanent, whose files are to be transferred for historical preservation to the National Archives by specific dates. Permanent electronic records (or a copy thereof) must be transferred to the Archives as soon as the file has assumed its final form (i.e., with no further alterations or additions), even though it may still be consulted or otherwise used by the Agency. NARA will send back a copy of the tapes if requested. Notify M/MS/IRD to coordinate the transfer to the Archives so that various NARA requirements such as form completion are met.

If you do not know which item number below applies to your electronic records, please contact M/MS/IRD, Ken Matthews, kmatthews@usaid.gov, or (202) 712-0857. You must notify M/MS/IRD in writing if any of these USAID information systems become obsolete or are replaced by new systems.

Part I: Government-wide Electronic Information systems or Specific Electronic Records

*Office symbols are defined at the end of this table.

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
1.	All	Information technology development project records.	<p><u>Infrastructure project records.</u></p> <p>Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the Agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as:</p> <ul style="list-style-type: none"> • Maintaining network servers, desktop computers, and other hardware, • Installing and upgrading network operating systems and shared applications, and providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. <p><u>Exclusion:</u> Records relating to specific systems that support or document Mission goals are not covered by this item and must be scheduled individually by the Agency by submission of a records schedule to NARA.</p> <p><u>Note:</u> Records concerning the development of each information technology (IT) system and software application are covered under the item for System Development Records.</p>	<p>GRS 3.1, Item 010:</p> <p>Temporary. Destroy five years after project is terminated, but longer retention is authorized if required for business use.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
2.	All		<p><u>System development records.</u></p> <p>These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving.</p> <p><u>Exclusion:</u> This item does not apply to system data or content.</p> <p>Note 1: For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, use the GRS item Documentation Necessary for Preservation of Permanent Electronic Records.</p> <p>Note 2: This is consistent with the fact that the most complete version of system documentation is retained within the maintenance phase.</p>	<p>GRS 3.1, Item 011</p> <p>Temporary. Destroy five years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for Agency/IT administrative purposes, but longer retention is authorized if required for business use.</p>
3.	All		<p><u>Special purpose computer programs and applications.</u></p> <p>Computer software programs or applications that are developed by the Agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.</p> <p><u>Exclusion 1:</u> This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.</p> <p><u>Exclusion 2:</u> This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the Agency</p>	<p>GRS 3.1, Item 012:</p> <p>Temporary. Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			<p>has modified such programs or applications considerably to perform a Mission-related function.</p> <p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.</p>	
4.	All	Information technology operations and maintenance records.	<p>Information technology operations and maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the Agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure.</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.</p>	<p>GRS 3.1, Item 020:</p> <p>Temporary. Destroy three years after agreement; control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.</p>
5.	All	Configuration and change management records.	<p>Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems.</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the configuration and change management records.</p> <p>Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related</p>	<p>GRS 3.1, Item 030:</p> <p>Temporary. Destroy five years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for Agency/IT administrative purposes, but longer retention is authorized if required for business use.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			<p>records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 3: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>	
6.	All	Information technology oversight and compliance records.	<p>Information technology (IT) oversight and compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with Agency-wide or Bureau-wide responsibility for managing IT operations.</p> <p>Note: Copies of security plans are scheduled under the GRS for Information Security Records. There may be copies interfiled within this series.</p>	<p>GRS 3.1, Item 040:</p> <p>Temporary. Destroy five years after the project/activity/transaction is completed or superseded, but longer retention is authorized if required for business use.</p>
7.	All	<p>Data administration records.</p> <p>Data administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical</p>	<p><u>Documentation necessary for preservation of permanent electronic records.</u></p> <p>Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved Agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications <p>Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition</p>	<p>GRS 3.1, Item 050:</p> <p>Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
		relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.	authority. Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.	

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
8.	All		<p>All <u>documentation for temporary electronic records and documentation not necessary for preservation of permanent records.</u></p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved Agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including:</p> <ul style="list-style-type: none"> • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications <p>and also the following records for all electronic records whether scheduled as temporary or permanent:</p> <ul style="list-style-type: none"> • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • registries • source code • physical data model • logical data model 	<p>GRS 3.1, Item 051:</p> <p>Temporary. Destroy five years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.</p>
9.	All	Systems and data security records.	<p>These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses.</p>	<p>GRS 3.2, Item 010:</p> <p>Temporary. Destroy one year after system is superseded by a new iteration or when no longer needed for Agency/IT administrative purposes to ensure a continuity of security</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
				controls throughout the life of the system.
10.	All	Computer security incident handling, reporting and follow-up records.	<p>A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2 (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes Agency reporting of such incidents both internally and externally.</p> <p>Note: Any significant incidents (e.g., a major system failure or compromise of critical government data) must be documented in program records, such as those in the office of the Inspector General, which must be scheduled separately by submitting an SF 115 to NARA.</p>	<p>GRS 3.2, Item 020:</p> <p>Temporary. Destroy three years after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use.</p>
11.	All	<p>System access records.</p> <p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users.</p>	<p><u>Systems not requiring special accountability for access.</u></p> <p>These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.</p>	<p>GRS 3.2, Item 030:</p> <p>Temporary. Destroy when business use ceases.</p>
12.	All	<p>Exclusion 1. Excludes records relating to electronic</p>	<p><u>Systems requiring special accountability for access.</u></p> <p>These are user identification records associated with systems which are highly sensitive and potentially vulnerable.</p>	<p>GRS 3.2, Item 031:</p> <p>Temporary. Destroy six years after password is altered or user account is terminated, but longer retention is authorized if required for business use.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
		<p>signatures.</p> <p><u>Exclusion 2.</u> Does not include monitoring for Agency Mission activities such as law enforcement.</p>		
13.	All	<p>System backups and tape library records.</p> <p>Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p>	Incremental backup files.	<p>GRS 3.2, Item 040:</p> <p>Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</p>
14.	All		Full backup files.	<p>GRS 3.2, Item 041:</p> <p>Temporary. Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</p>
15.	All	<p>Backups of master files and databases.</p> <p>Electronic copy, considered by the Agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.</p>	File identical to permanent records scheduled for transfer to the National Archives	<p>GRS 3.2, Item 050:</p> <p>Temporary. Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives, but longer retention is authorized if required for business use.</p>
16.	All		File identical to temporary records authorized for destruction by a NARA-approved records schedule.	<p>GRS 3.2, Item 051:</p> <p>Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
17.	All	<p>PKI administrative records.</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records.</p>	FBCA CAs	<p>GRS 3.2, Item 060:</p> <p>Temporary. Destroy/delete when seven years six months, 10 years six months, or 20 years six months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.</p>
18.	All	<p>Other (non-FBCA <i>et. al.</i>) CAs.</p>	Other (non-FBCA <i>et. al.</i>) CAs.	<p>GRS 3.2, Item 061:</p> <p>Temporary. Destroy/delete when seven years and six months to 20 years and six months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
		Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction to transaction.		
19.	All	PKI transaction-specific records.	<p>Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction to transaction and agency to agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.</p> <p>Note: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do—protect and provide access to the information record. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to</p>	<p>GRS 3.2, Item 062:</p> <p>Temporary. Destroy/delete when seven years and six months to 20 years and six months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the Agency determines that transaction-specific PKI records are needed for a longer period.</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information record.	
20.	All	Tracking and control records.	<p>Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes:</p> <ul style="list-style-type: none"> • indexes • lists • registers • inventories • logs <p><u>Exclusion 1:</u> This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.</p> <p><u>Exclusion 2:</u> This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.</p>	<p>GRS 4.1, Item 010:</p> <p>Temporary. Destroy when no longer needed. (DAA-GRS-2013-0002-0016)</p>
21.	All	<p>Hardcopy or analog input/source records.</p> <p>The GRS only covers hardcopy or analog records incorporated into an electronic system in their entirety or converted to an electronic format in their entirety.</p>	<p><u>Hardcopy or analog input/source records previously scheduled as temporary.</u></p> <p>Hardcopy or analog records previously scheduled as temporary used to create, update, or modify electronic records incorporated in their entirety into an electronic system.</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>	<p>GRS 4.3, Item 010:</p> <p>Temporary. Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. (DAA-GRS-2013-0001-0001)</p>
22.	All		<p><u>Hardcopy or analog input/source records previously scheduled as permanent.</u></p> <p>Hardcopy or analog records previously scheduled as</p>	<p>GRS 4.3, Item 011:</p> <p>Temporary. Destroy 60 days after submitting notification to NARA per</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			<p>permanent that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system in accordance with NARA's electronic records standards.</p> <p><u>Exclusion:</u> The following input records previously scheduled as permanent may not be destroyed when converted to an electronic format. The hardcopy must be transferred to NARA according to the Agency's approved schedule:</p> <ul style="list-style-type: none"> • Hardcopy records that NARA has specifically designated as permanent records that must be transferred to NARA in hardcopy format. • Hardcopy records when the electronic versions do not meet NARA's electronic records standards. • Hardcopy records that are not incorporated in their entirety into an electronic system. • Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings. <p>Legal citations: 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>	<p>36 CFR 1225.24(a)(1) and verification of successful conversion, but longer retention is authorized if required for business use. (DAA-GRS-2013-0001-0002)</p>
23.	All		<p><u>Hardcopy or analog input/source records not previously scheduled.</u></p> <p>Hardcopy or analog records, not previously scheduled, that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system.</p> <p><u>Exclusion 1:</u> Hardcopy records when the electronic versions do not meet NARA's electronic records standards.</p>	<p>GRS 4.3, Item 012:</p> <p>Temporary. Destroy immediately after approval of a schedule for the electronic records and after verification of successful conversion, but longer retention is authorized if required for business use.</p> <p>(DAA-GRS-2013-0001-0003)</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			<p><u>Exclusion 2</u>: Hardcopy records that are not incorporated in their entirety into an electronic system.</p> <p><u>Exclusion 3</u>: Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings. Both original hardcopy records and any electronic versions must be scheduled by an Agency-specific schedule.</p> <p>Not media neutral. Applies to hardcopy or analog records only.</p>	
24.	All	Electronic input/source records.	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system.</p> <p><u>Exclusion 1</u>: Original electronic records maintained in the source system.</p> <p><u>Exclusion 2</u>: Electronic input records required for audit and legal purposes.</p> <p><u>Exclusion 3</u>: Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency. Not media neutral. Applies to electronic records only.</p>	<p>GRS 4.3, Item 020:</p> <p>Temporary. Destroy immediately after data has been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.</p> <p>(DAA-GRS-2013-0001-0004)</p>
25.	All	<p>Output Records.</p> <p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the</p>	<p><u>Ad hoc reports</u>.</p> <p>Reports derived from electronic records or system queries created on an ad hoc or one-time basis for reference purposes or that have no business use beyond immediate need. This item includes ad hoc reports created from or queries conducted across multiple linked databases or systems.</p> <p><u>Exclusion 1</u>: Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an Agency directive or other regular reports to management officials).</p>	<p>GRS 4.3, Item 030:</p> <p>Temporary. Destroy when business use ceases.</p> <p>(DAA-GRS-2013-0001-0005)</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
		above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that Agency staff prepares based on reviewing information in the system.	<u>Exclusion 2:</u> Records containing substantive information, such as annotations, that is not included in the electronic records. (Reports that contain substantive information should be disposed of in accordance with a NARA-approved schedule that covers the series in which they are filed).	
26.	All	<p>an annual report that Agency staff prepares based on reviewing information in the system.</p> <p><u>Exclusion 1:</u> Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher-level office of the Agency or an entity external to the Agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p><u>Exclusion 2:</u> Any hardcopy records printed directly from the electronic systems that are not described</p>	<p><u>Data file outputs.</u></p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference.</p> <p><u>Exclusion 1:</u> Data files that are created as disclosure-free files to allow public access to the data.</p> <p><u>Exclusion 2:</u> Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but that no longer exists or can no longer be accessed.</p> <p><u>Exclusion 3:</u> Data extracts produced by an extraction process which changes the informational content of the source master file or database.</p> <p><u>Exclusion 4:</u> Technical reformat files created for transfer to NARA.</p> <p><u>Exclusion 5:</u> Data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012). Not media neutral. Applies to electronic records only.</p>	<p>GRS 4.3, Item 031:</p> <p>Temporary. Destroy when business use ceases. (DAA-GRS-2013-0001-0006)</p>

Item No.	Location	Electronic Record Type	Description	Authorized Disposition
		below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.		
27.	All	Non-recordkeeping copies of electronic records.	<p>Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved.</p> <p>Note 1: Not all copies are non-record. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of Agency business to make decisions or take action, they are a federal record. The records described here are records, but not recordkeeping copies of those records.</p> <p>Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes) and any receipt data when required along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p> <p>Not media neutral. Applies to electronic records only.</p>	<p>GRS 4.3, Item 040:</p> <p>Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (DAA-GRS-2013-0001-0007)</p>

Part II: USAID Electronic Information Systems or Specific Electronic Records

***Office symbols are defined at the end of this table.**

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
28.	OCD	Equal Opportunity Program System	This system maintains the minority classification of each USAID employee. This data, combined with employee data from the automated personnel system (RAMPS), is used to produce minority information required by EOP and Agency management. A series of standard reports are produced which provide: the current status of employees by sex and minority classification, by location, by occupation, or by age group; a comparative analysis of change in sex and minority patterns; and current percentage relationships of sex and minority employment.	N1-286-86-003, Section B, Item 1: Destroy when no longer needed. Retain no longer than 75 years after birthday of employee.
29.	M/CFO/P	New American Payroll System	Every two weeks this system computes the pay for all of USAID/W and U.S. Nationals overseas. The system includes a personnel system interface time and attendance, processing pay computations, production of check and bound issuance files, reports pertaining to pay benefits, and taxes (e.g., withholdings, contributions to health insurance, file insurance, civil service and Federal Retirement Saving, foreign service retirements).	N1-286-86-003, Section C, Item 13: Destroy when 18 months old. The record copy is maintained in hard copy.
30.	M/MPBP	Full Time Equivalency (FTE) System	This system provides an automated means for the Agency to report its full-time equivalency work years to the Office of Management and Budget (OMB) and Office of Personnel Management (OPM). OPM monitors the FTE from agencies each month. OMB uses the FTE as part of the budget formulation process. Data on U.S. Direct Hire (straight time and overtime hours, number of employees paid, etc.) is fed directly into the FTE system from the New American Payroll System (NAPS) each pay period via tape. Data on Foreign National direct hires is reported to M/MPBP/BUD by email or cable every pay period and entered manually into the FTE system. Reports are generated monthly.	N1-286-86-003, Section C, Item 6: Destroy when five years old.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
31.	IDEA	Private Voluntary Organization (PVO) System	This system is an automated system that provides a central database from which the Agency can identify PVOs that are eligible to compete for most forms of foreign economic assistance administered by the Agency. The system stores detailed information on PVOs, monitors PVOs' compliance with the 20 percent private test, and provides data to meet internal Agency information needs and ad hoc reports to Congress and the general public.	N1-286-00-002: Destroy PVO data and related compliance data at end of the calendar year after the PVO case file is closed. (N1-286-00-2)
32.	HCTM	Revised Automated Manpower and Personnel System (RAMPS)	This system provides information in the specific areas of position and ceiling management, staffing patterns, employee evaluation, promotions, assignments after training, and Merit Pay. All notifications of personnel action (SF-50's) are produced by RAMPS. A civilian personnel data file is also created for the Office of Personnel Management (OPM).	N1-286-86-003, Section F, Item 7: Destroy when no longer needed but in no case retain longer than 75 years after the birth date of the employee.
33.	M/MS/OMS	Non-expendable Property File	This system was designed to provide an inventory of all USAID non-expendable personal property. It provides management with a tool to evaluate (1) personal property requirements and costs against Mission needs, (2) equipment usage and turnover, and (3) direction toward reducing inventory costs. It supplies the Missions with data, which reduce the frequency of physical inventories, standardized reporting procedures, and periodic or ad hoc reports reflecting status of personal property worldwide.	USAID Item No. 16240: Destroy when three years old. (GRS 4, Item 2)
34.	M/MS/OMS	Motor Vehicle Inventory System	This system assists in planning and control of the Agency's Motor Vehicle fleet. From data submitted by the Missions, quarterly inventories are produced by country and region. An estimated depreciation schedule is also calculated.	USAID Item No. 16390: Destroy three years after date of report. (GRS 10, Item 4)
35.	M/CIO/KM	Development Experience Clearinghouse (DEC)	This system is used to provide USAID project designers with information on development of projects and programs, pertinent documentation technical data specifying what is state-of-the-art in project-related technologies, and bibliographic material to be used in analyzing project oriented problems. The system contains summaries of all project papers, evaluation reports, and contractor reports on development assistance projects	N1-286-86-003, Section G, Item 2: Permanent. Transfer a copy of the system with pertinent documentation to NARA in 1988. Transfer updates of the system every five years thereafter.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			since 1974.	
36.	M/CIO/KM	Economic Analysis and Data Services (EADS)	<p>This system maintains economic and social data relevant to the Agency's design, evaluation, and monitoring activities in developing countries from which country profiles are provided. The data provides a central repository for use in statistical analysis and studies aimed at identifying opportunities for development programs, designing development projects, and evaluating the results of the projects.</p> <p>a. Ad Hoc Reports</p> <p style="padding-left: 40px;">(1) Electronic Format</p> <p style="padding-left: 40px;">(2) Other Formats</p> <p>b. Active Data Base</p>	<p>N1-286-86-003, Section G, Item 3a 1 & 2 - 3b:</p> <p>a. See (1) and (2)</p> <p style="padding-left: 40px;">(1) Permanent. Transfer to NARA with related documentation on an annual basis.</p> <p style="padding-left: 40px;">(2) See Item 01390 of Appendix A, USAID/W Records Disposition Schedule for disposition instructions.</p> <p>b. Delete data when superseded by new data. Destroy when database becomes inactive.</p>
37.	M/CIO	Loan and Grant System (LGS)	<p>The loan and grant system (https://explorer.usaid.gov) facilitates the storage, retrieval, and reporting of historical loan/grant data compiled by the U.S. Government and by international organizations. Tables with summarized loan/grant information are produced by the LGS for inclusion in reports required by USAID and Congressional Committees concerned with foreign aid. The reports are annexes to the Congressional Presentation (CP), "U.S. Overseas Loans and Grants and Assistance from Other</p>	<p>N1-286-86-003, Section G, Item 4:</p> <p>Destroy when purpose has been served. The record copy is maintained in hard copy form.</p>

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			International Organizations" reports and the "U.S. Overseas Loans and Grants - Obligations and Loan Authorizations" report. The latter two are informally referred to respectively as the Greenbook and the Modified Greenbook (Greenbook by Year).	
38.	GH	AID Health Information System	This system holds data identified for all USAID health projects since 1975, including region, title, project number, beginning and end funding obligations by years, identification of implementing U.S. and/or host country agent, a variety of activity and purpose codes, evaluation information, and identification of other donor organizations. Relevant project data on training, commodities, and technical assistance personnel is included, as information is available.	N1-286-86-003, Section H, Item 1: Permanent. Transfer a copy of the system with related documentation to NARA in 1988. Transfer updates every five years thereafter.
39.	GH/PRH	Population Project Databases (PPD)	These databases include information on all population assistance projects. Contains funding figures, descriptive information about the objectives of programs, program goals and special concerns, host country identification, and end of project assessment. The database is updated periodically by the Family Planning Logistics Management Project implemented by John Snow, Inc. since about 1987. The database is updated on a continuous basis.	N1-286-86-003, Section H, Item 2: Permanent. Transfer a copy of the system with related documentation to NARA. Transfer updates every five years thereafter.
40.	GH	Demographic and Health Survey Program (DHS)	<p>Datasets for DHS surveys consist of individual women's data (standard DHS survey), household data, service availability data, male or husband data, experimental survey data, and in-depth survey data. Datasets are arranged alphabetically by country in flat format.</p> <p>a. Raw data files contain the women's' data in the form in which the data were collected on the questionnaire. Each raw data file contains fully edited data with inputted dates of key events in the respondent's life reports added to the data file.</p> <p>b. Recode data files contain the women's data in a standardized format that is comparable across countries.</p>	N1-286-91-001: Permanent. For each survey, transfer the flat files of the final edited datasets to the National Archives when all datasets from a single survey are ready for distribution, or file at the conclusion of the contract, whichever comes first. When individual raw data and recode data exists, also include it in the transfer. Also include all printed system-related documentation including all related printed reports. The contractor will

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			Each recode data file contains all of the standard variables in fixed locations, with all country-specified variables added after the standard variables. Recode data files may also contain many constructed variables for the convenience of the analyst.	transfer the records directly to NARA as indicated. Upon receipt, NARA will ask M/MS/IRD to execute transfer documents.
41.	M/MS/IRD	Electronic Freedom of Information Act (FOIA) Tracking System	<p>FOIA tracking system is used to track the processing of a FOIA request. The data from this system is used for the Agency's Annual FOIA activity report to the Department of Justice. The system was created in 1989.</p> <p>a. System Data: Revise, correct, and update data as necessary.</p> <p>b. System input: Data (e.g., requester information, and nature of request) obtained from hard copy of FOIA requests is entered manually.</p> <p>c. System output: Annual report and printouts of statistics used for the compilation of the annual report.</p> <p>d. System documentation: Operator and user guide from the vendor.</p>	<p>a. Temporary. Destroy or delete five years after date of last entry, final action by Agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final. (GRS 4.2, item 040).</p> <p>b. Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use. (GRS 4.2, Item 010)</p> <p>c. Temporary. Destroy two years after date of report, but longer retention is authorized if required for business use. (GRS 4.2, Item 070)</p> <p>d. Destroy when the system is superseded or becomes obsolete.</p>
42.	M/CFO/P	WEB TA	WebTA is a web-based time and attendance system that supports USAID payroll administration functions, and is designed to capture hours worked, leave used and accounting information on a bi-weekly basis. It captures employees' time and attendance (T&A) data and transmits	<p>GRS 02, Item 7:</p> <p>Destroy after GAO audit or when six years old, whichever is sooner. (N1-GRS-92-4)</p>

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			it to the National Financial Center (NFC) for processing. It is currently being used by all Washington direct hires and the majority of personal service contractors.	
43.	M/CFO/CMP	Country Financial Reporting System (CFR)	This system reports the financial status for AID/W and USAID (overseas) allotments, obligations, and disbursement activities of funds provided for the Agency's Foreign Assistance program. System reports are designed to show the financial activity pertaining to each recipient country, in summary form.	N1286-86-003, Section C, Item 5: Destroy when one year old. The record copy is maintained in hard copy.
44.	M/CFO/CMP	Letter of Credit Support System (LOCSS)	This system provides the ability to enter and monitor activity worldwide that it related to letters of credit issued by the Agency. All letter of credit drawdown and expenditures activity, which affects management decisions, is collected via interactive panels and presented through online display or hardcopy reports.	N1286-86-003, Section C, Item 10: Destroy when six years old.
45.	M/CFO/CMP	U101 System	This system processes a monthly summary of allotment ledger transactions and reconciliation with a Disbursing Officer's account, which covers U.S. dollar funds allotted to Missions. It provides basic information for General Ledger appropriation and the preparation of an Agency-wide monthly report, which sets forth the accomplishments of the Mission in financial terms.	N1286-86-003, Section C, Item 21: Destroy when one year old. The record copy is maintained in hard copy.
46.	M/MS/TT	Permanent Storage Accounting System (STARS)	This system provides data on the storage of employee's household effects. This data is gathered to allow central accounting control and prompt payment for these services.	N1286-86-003, Section C, Item 17: Destroy when six years old.
47.	M/MS/TT	Ocean Transportation Files	This system provides two reports and an updated Ocean Transportation Balance Forward file. The reports list commodities by a predesignated code totaling the commodities by tonnage and dollar value.	N1286-86-003, Section F, Item 6: Destroy when one year old. The records copy is maintained in hard copy form.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
48.	M/CFO/P	Payroll Cost Accounting System	This system summarizes payroll data taken from the payroll system into accounting data used by USAID Offices and USAID. The system also interfaces with the financial system.	N1286-86-003, Section C, Item 16: Destroy when one year old. The record copy is maintained in hard copy form.
49.	DCHA/OFD A	Preparedness Tracking File	This system provides a record of OFDA-sponsored disaster preparedness activities. The information recorded contains project title, type of activity (e.g., grant, interagency agreement, technical assistance, or Mission allotment), fiscal year(s) of project, total cost figure, dates of project, geographic region, location of preparedness activity, benefiting country(s), and contract number. In addition to these fields, project abstracts provide more detailed information on project objectives and goals, cost breakdown, OFDA project officers, available reports, and source of data. Data can be retrieved by any of the above-mentioned fields to generate preparedness activity reports by type of activity, geographic region, country, OFDA project officer, location of an activity and fiscal year(s).	N1286-86-003, Section I, Item 1: Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.
50.	DCHA/OFD A	Disaster History Files	<p>The OFDA Disaster History file includes all declared disasters since OFDA began operations in 1964 and other major disasters since 1900. The history is updated quarterly to keep files current. The files can retrieve such specialized information as: any disaster causing fatalities of more than 1,000 people; all hurricanes that occurred between October and November in the Caribbean; floods; and P.L. 480 contributions.</p> <p>The Summary Tables are updated at the end of each fiscal year to record USAID and other disaster assistance. The data can be used to show assistance by country, by region, and by disaster type, as well as by fiscal year for the period 1964 to present. The data can also be displayed in graph format.</p>	N1286-86-003, Section I, Item 2: Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
51.	DCHA/OFD A	Summary Table Files	<p>The Summary Table files are a summary of the financial data included in the disaster case reports and as such are a concise and handy record of the financial assistance provided by the Federal Government, U.S. voluntary agencies, and the international community in all OFDA-declared disasters. When the dollar value of self-help is known, that is also included. U.S. Government assistance is broken down by IDA funds and other federal assistance.</p> <p>The Summary Tables are updated at the end of each fiscal year to record USAID and other disaster assistance. The data can be used to show assistance by country, by region, and by disaster type, as well as by fiscal year for the period 1964 to present. The data can also be displayed in graph format.</p>	<p>N1286-86-003, Section I, Item 3:</p> <p>Permanent. Transfer a copy of the file with related Documentation to NARA in 1988. Transfer updates every five years thereafter.</p>
52.	DCHA/OFD A	Commodity/Service File	<p>The Commodity/Service file is a record of all commodities or services the United States Government has provided for disaster relief. Entries include everything from tents and water purification units to technical assistance and private voluntary organizations. Each record includes the fiscal year, disaster type, commodity/services provided through (e.g., the local Red Cross), quantity and unit, cost location of procurement (e.g., Leghour stockpile), and comments. The data can be sorted by any of these fields to answer a number of questions on OFDA assistance. This information can also be generated and displayed in graph format for use in Congressional Q&As, cost comparisons, and studies of trends in OFDA response.</p>	<p>N1286-86-003, Section I, Item 4:</p> <p>Permanent. Transfer copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.</p>
53.	ES	<p>Agency Correspondence Tracking System (ACTS)</p> <p>[Replaced the Executive Correspondence and Tracking</p>	<p>ACTS is a system that tracks the processing of incoming/outgoing executive correspondence, from receipt to response including word processing, spreadsheets, and scanned images. Executive correspondence is mail from or addressed to the Administrator, Deputy Administrator, Acting Administrator, Chief of Staff, and Executive Secretary. ACTS allows online access to track, monitor, and store images in support of ES and the Agency Bureaus. The system was installed in May 1995. (ACTS</p>	<p>N1-286-99-001:</p>

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
		System (EXACT)]	<p>Documentum COTS software product configured and owned by USAID).</p> <p>a. System Data: ACTS contains information on all executive correspondence that is generated from outside/inside of USAID; addressed to any executive defined above; and requires a response or requires the input or review of more than one USAID Office. Data includes system assigned file folder/document number, date on document, date document received, address and recipient, office symbol, nature of requests, estimated response date, and final response date.</p> <p>b. System input: Correspondence data are entered manually. Also, the electronic versions extracted from office automation applications and the scanning of incoming/outgoing correspondences is included. These items are then linked to indexing information required to retrieve.</p> <p>c. System output: Extracted status reports in hard copy from the system.</p> <p>d. System documentation: User guides from vendor. No other information available like codebook, record layout; vendor cites proprietary rights.</p> <p>e. Electronic version of records created by office automation applications such as word processing, Lotus 1.2.3.</p>	<p>a. Destroy data when the system is replaced or becomes obsolete after producing printouts of system information to assist in file retrieval.</p> <p>b. Destroy after the hard data has been verified or when no longer needed. Destroy electronic versions when system is replaced or becomes obsolete.</p> <p>c. Destroy hard copy of status reports when no longer needed.</p> <p>d. Destroy when system is superseded or becomes obsolete.</p> <p>e. Destroy when hard copy is produced and electronic version has been extracted by ACTS.</p>
54.	M/CIO	Electronic Phone Directory	<p>The Electronic Telephone Directory is a list of data on USAID employees. Users may search for names, locations, and phone numbers.</p> <p>a. System Data.</p>	<p>USAID Item No. 16150:</p> <p>a. Destroy when superseded or obsolete</p>

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			<p>b. System input: Data obtained electronically from other related personnel system.</p> <p>c. System documentation: Operator guides developed in M/CIO.</p>	<p>b. Destroy when superseded or obsolete.</p> <p>c. Destroy when system is superseded or becomes obsolete.</p>
55.	M/MPBP	Agency Notice Intranet Database Management System	<p>The Agency Notice Intranet Database is a system used to provide ready, user-friendly access to frequently used information or notices in a “public” format. These notices are posted daily and read by anyone with access to the USAID intranet. M/MPBP maintains the electronic versions and the data. The Notice Database began in 1995.</p> <p>a. System Electronic Version and Data: Updated on a daily basis.</p> <p>b. Input records: Electronic versions of these files are downloaded from a word processing program. The files automatically link with unique database fields and remaining fields are manually completed with entered data. The manually completed fields assist the USAID reader by providing a brief description of the notice subject matter.</p> <p>c. System Documentation: Data, file and output specifications, and user guides.</p>	<p>N1-286-00-001:</p> <p>Destroy when the system is obsolete or superseded.</p>
56.	HTCM	HR Connect	<p>HR Connect is the USAID HR personnel system which allows HR professionals to process HR actions related to employee's personal and position information. This system currently collects and maintains all personnel data related to this Agency's direct hires.</p>	<p>GRS 1, Item 3:</p> <p>Destroy when three years old.</p>
57.	GH	GH Travel & Mission Support System	<p>HTRAMS is a travel data collection system for GH that collects information on both the basic details of an employee's trips (destination, length, purpose, etc.) and a detailed trip report where users can view data on what types of technical areas were involved.</p>	<p>GRS 23, Item 1:</p> <p>Destroy when two years old. (N1-GRS-98-2 item 43)</p>

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
				NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting a Standard Form (SF) 115 to the National Archives and Records Administration (NARA).
58.	HCTM/TE (LMS) HCTM/PPIM , HR/FSP/SP (SLG)	USAID University	USAID University is USAID's learning management system. Features include: -Access online courses -Register for instructor-led courses -Access your student transcript -Print course certificates -If you are a supervisor, render a decision on training	GRS 1, Item 29a(1): Destroy when five years old or five years after completion of a specific training program.
59.	M/OAA	Global Acquisition and Assistance System	GLAAS combines the Global Acquisition System (GLAS) and the Joint Assistance Management System (JAMS). GLAAS supports the Agency's acquisition activities including advance acquisition planning, requisitions, solicitations, awards, post-award management, and reporting. GLAAS is a replacement for the existing legacy system (NMS) in Washington, DC and will serve as a replacement for manual processes in overseas Mission offices.	GRS 1.2, Item 010: Temporary. Destroy three years after final action is taken on the file, but longer retention is authorized if required for business use.
60.	HCTM/PPIM , DoS	webPASS	webPASS Post Personnel is a system that USAID uses to standardize tracking of employees in all foreign affairs agencies under the Chief of Mission Authority. It is a database of the American employees (AEs), their dependents, and Locally Employed Staff (LES).	GRS 1, Item 6: Destroy on separation or transfer of employee.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
61.	M/MS/TTD	E2 System	E2 Solutions is a web based end-to-end travel management tool. Features of E2 solutions include paperless travel authorization and voucher document submissions, document approval routing, calculation of per diem and actual expenses, automatic obligation and deobligation and split disbursement of funds when interfaced with the Agency's financial system, receipt imaging, voucher pre-population from expenses identified on the travel authorization, audit capability, and online help and support (USAID Automated Directives System - ADS - Chapter 633).	GRS 9, Item 4a: Destroy when two years old.
62.	SEC	Partner Vetting System	PVS 2.0 is a database that supports vetting of NGOs and individuals to ensure that USAID-funded assistance does not inadvertently provide support to entities or individuals associated with terrorism. PVS is a centralized database utilized to support the vetting of individuals and directors, officers, or other principal employees of NGOs who apply for USAID contracts, grants, cooperative agreements, or other funding and of NGOs who apply for registration with USAID Private and Voluntary Organizations. This is a mandatory collection for any non-governmental organization that applies for a USAID contract, grant, cooperative agreement, or other funding.	GRS 18, Item 8: Destroy when two years old. NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agencywide responsibilities for security and protective services programs.
63.	LPA	FaceBook, YouTube, Twitter, LinkedIn, GitHub, and Making All Voices Count	Social media sites.	Official record content on social media sites should be managed according to authorized disposition. Official record content on social media sites that is not listed in Agency or GRS disposition listings is considered permanent until NARA pending social media GRS is authorized.

Office symbol key:

DCHA/OFDA:	Bureau for Democracy, Conflict and Humanitarian Assistance, Office of U.S. Foreign Disaster Assistance
ES:	Office of the Executive Secretariat
GH	Bureau for Global Health
GH/PRH	Bureau for Global Health, Office of Population and Reproductive Health
IDEA	Office of Innovation and Development Alliances
IG	Office of the Inspector General
OCRD	Office of Civil Rights and Diversity
OHCTM	Office of Human Resources
M/CFO/CMP	Bureau for Management, Office of Chief Financial Officer, Cash Management and Payment Division
M/CFO/P	Bureau for Management, Office of Chief Financial Officer, Payroll Division
M/CIO	Bureau for Management, Office of Chief Information Officer
M/MS/CPD	Bureau for Management, Office of Management Services, Headquarters Management Division
M/MS/IRD	Bureau for Management, Office of Management Services, Information and Records Division
M/MS/OMS	Bureau for Management, Office of Management Services, Overseas Management Support Division
M/MS/TT	Bureau for Management, Office of Management Services, Travel and Transportation Division
M/MPBP	Bureau for Management, Office of Management Policy, Budget and Performance
M/MPBP/BUD	Bureau for Management, Office for Management Policy, Budget and Performance, Budget Division
PPL/LER	Bureau for Policy, Planning and Learning, Office of Learning, Evaluation and Research

502maa_033116