



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 06-11

SUBJECT: Retention of Federal Activities Inventory Reform (FAIR) Act Records

NEW MATERIAL: The National Archives and Records Administration's (NARA) General Records Schedule (GRS) 3, Procurement, Supply and Grant Records, has been revised. This affects the retention period for records created and maintained under the FAIR Act (OMB Circular A-76, Performance of Commercial Activities).

EFFECTIVE DATE: 09/01/2006

POLICY

USAID/General Notice
M/AS/IRD
09/01/2006

Subject: Retention of Federal Activities Inventory Reform (FAIR) Act Records

The National Archives and Records Administration's (NARA) General Records Schedule (GRS) 3, Procurement, Supply and Grant Records, has been revised. This affects the retention period for records created and maintained under the FAIR Act (OMB Circular A-76, Performance of Commercial Activities). Specifically, USAID's retention period for these records is as follows:

For the case files and studies maintained by the office with primary responsibility - cut off files when action is completed, hold for 3 years and then retire to the records center. Destroy 6 years after cut off (when case/study is closed).

The link to this regulation (which you can copy and paste into your Web browser) is <http://www.archives.gov/records-mgmt/ardor/records-schedules.html>.

This change will be incorporated into the mandatory reference section of ADS 502, Records Management Program, at a later date.

Point of Contact: Any questions concerning this Notice may be directed to Cynthia Staples, M/AS/IRD, (202) 712-0798.

Notice 0902

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0611_090706_cd45	09/01/2006	09/01/2006		AD CD 45	This IU will remain in effect until the policy in it is incorporated into a mandatory reference for ADS 502.

IU5_0611_090706_091106_cd45