



USAID
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USAID Washington Disposition Schedule Chapter 2: Records of the Administrator and Assistant Administrator

A Mandatory Reference for ADS Chapter 502

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**USAID WASHINGTON DISPOSITION SCHEDULE
CHAPTER 2 RECORDS OF THE ADMINISTRATOR AND ASSISTANT ADMINISTRATOR**

These records are maintained by or for the immediate offices of the following Agency executives: the Administrator, Deputy Administrator, Executive Secretary, Assistant Administrator, and the Directors of Offices that report directly to the Administrator. These records are **cutoff annually, by fiscal year**, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
02010	<u>General Subject Correspondence files</u> – Letters, memoranda, studies, reports, forms and other data documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to USAID program and staff activities. Arrange by subject/name/country as appropriate.	Permanent. Hold in office for 2 yrs., and then retire to WNRC. Offer to NARA in 5 yr. blocks when the most recent record is 10 yrs.
02030	<u>Chronological Files</u> – Files consisting of extra copies of letters, memoranda, and other nontelegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as “easy reference” files.	Temporary. Retain in office files. Destroy when 1 yr. old or sooner if no longer needed for reference.
02030	<u>Schedule of Daily Activities</u> - Records containing substantive information relating to the official activities of high-level officials, the substance of which <u>has been</u> incorporated into memoranda, reports, correspondence, or other records included in official USAID files. High-level officials include the Administrator, Deputy Administrator, the Assistant Administrators, and the Directors of Offices that report directly to the Administrator or his Deputy, and staff assistants to these aforementioned officials, such as special assistants, confidential assistants, and administrative assistants. These records should be <u>cut off annually, by calendar year</u> .	Temporary. Retain in office files. Destroy when 1 yr. old or sooner if no longer needed
GRS 23, Item 10	<p><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.</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>

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