



**USAID**  
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# USAID Washington Disposition Schedule Chapter 7: Private Enterprise (Pre) Records

A Mandatory Reference for ADS Chapter 502

Revision Date: 03/23/2006  
Responsible Office: M/AS/IRD  
File Name: 502mac7\_032306\_cd43

## USAID WASHINGTON DISPOSITION SCHEDULE

**CHAPTER 7 PRIVATE ENTERPRISE (PRE) RECORDS** – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
07010	<p><b>PRE-PROJECT FILES</b> – Files consisting of documentation pertaining to the management of grants, contracts, loans, and cooperative agreements between AID and the U.S private sector. Files include, but are not limited to, copies of proposals, applications, project authorizations, loan and grant agreements, contracts, interim project progress reports, PIOs etc., and related correspondence.</p> <p>a. <b>Published or unpublished reports</b> (exclusive of interim project progress reports), project concept papers, and any other final project product.</p>	<p><b>Permanent</b>. Cut off at close of project. Retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent records are 10 yrs. old, (e.g., in 1987 offer 1973-77 records.)</p>
07020	b. <b>All other project records</b> .	<p><b>Temporary</b>. Cut off when project is completed or loan is paid, as applicable. Hold in office for 2 yrs., then retire to WNRC. Destroy 6 yrs. after completion of project.</p>
07030	<b>Status Reports on Loans</b> – Reports on private sector initiative loans showing disbursements, payments progress, etc., on status of outstanding loans.	<p><b>Temporary</b>. Destroy when 1 yr. old.</p>
07040	<b>Unsuccessful Investment Opportunity Proposals</b> – Proposals from businesses that do not result in a loan.	<p><b>Temporary</b>. Cut off when withdrawn or denied. Hold in office for 2 yrs., then destroy.</p>
07050	<b>Company Correspondence Files</b> – General correspondence between USAID and enterprises in the private sector on all aspects of the USAID program for encouraging the participation of the U.S private sector in financial transactions that can accelerate the development process overseas.	<p><b>Temporary</b>. Hold in office for 2 yrs., then destroy.</p>
07060	<p><b>Housing and Urban Development Project Files</b> – Case files on housing construction under the USAID housing Guaranty Program (HG). Files include, but are not limited to, guarantee and loan agreements, implementation agreements, cost schedules, progress reports, inspection and evaluation reports, and related correspondence.</p> <p>a. <b>Basic contractual documents and related materials</b>.</p>	<p><b>Temporary</b>. Cut off when loan is paid. Hold in office</p>

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07070	b. <u>Inspection reports on housing construction.</u>	for 3 yrs., then destroy.  <b>Temporary.</b> Cut off when construction is completed. Hold in office for 3 yrs., then destroy.
07080	c. <u>General Correspondence.</u>	<b>Temporary.</b> Destroy when 2 yrs. old.
07090	<b>Studies and Reports on Shelter Activities and Housing Guaranty Programs</b> – Studies and reports on various aspects on the USAID worldwide shelter sector activities, including the Housing Guaranty Program. Arranged by subject.	<b>Permanent.</b> Retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
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. <ul style="list-style-type: none"> <li>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.</li> <li>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</li> </ul>	<b>Temporary.</b> Destroy or delete with 180 days after the recordkeeping copy has been produced.  <b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed.