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# USAID Washington Disposition Schedule Chapter 9: Science Advisor Records

A Mandatory Reference for ADS Chapter 502

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**USAID WASHINGTON DISPOSITION SCHEDULE  
CHAPTER 9 SCIENCE ADVISOR RECORDS**

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
09010	<b>Grant Applicant Files</b> – Applications, memoranda, correspondence, and other records relating to the decision to accept or reject grant proposals.	
09020	a. <b><u>Unsuccessful (rejected or withdrawn) applications.</u></b>	<b>Temporary.</b> Destroy 3 yrs. after rejection or withdrawal.
	b. <b><u>Accepted applications.</u></b>	<b>Temporary.</b> Dispose of with related grant case file (see Items 09030 - 09040 below).
09030	<b>Grant Case Files</b> – Proposals or applications, contract, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds; and project budgets.	
	a. <b><u>Project reports and studies</u></b> produced under the grant.	<b>Permanent.</b> Cut off files when case is closed. Hold in office for 2 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 20 yrs. old.
09040	b. <b><u>All other documentation related to the grant.</u></b>	<b>Temporary.</b> Cut off files when case is closed. Hold in office for 2 yrs., then retire to WNRC. Destroy when 6 yrs. old.
GRS 23, Item 10	<b><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u></b> – 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>Temporary.</b> Destroy or delete with 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed.