



USAID
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USAID Washington Disposition Schedule Chapter 11: Foreign Disaster Assistance Records

A Mandatory Reference for ADS Chapter 502

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**USAID WASHINGTON DISPOSITION SCHEDULE
CHAPTER 11 FOREIGN DISASTER ASSISTANCE RECORDS**

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11010	<p>Administrative Files - This series documents the daily administrative needs and functions of the office. The series consist of files covering such subject matter as: general administrative matters, budget planning and approvals, funds accounting and general audit instructions, routine housekeeping and office supply needs, personnel related information, procurement and contracting instructions, and travel guidance. The files contain incoming and outgoing correspondence (letters, memos, cables, etc.), notices, forms, reports, etc. Document classification and file maintenance is in accordance with USAID Handbook 21, Part II. The file media is paper.</p> <p>This office is not considered to be the office of record for any of the subject matter contained in this series. The files are of short-term usage with the greatest use being within three months of filing. Some periodic reference, usually once or twice annually, is made to the previous years files – rarely is reference made beyond the second year.</p>	<p>Temporary. Cut off file at the end of the fiscal year of creation. Hold in active office space for 1 yr. after cutoff, then retire to WNRC. Destroy when 3 yrs. old (NC 1-286-82-1)</p>
11020	<p>Program Files - This series consists of technical subjects. Files contain documents relating to disaster assistance in cooperating countries that coordinate with international organizations, U.S voluntary agencies, and U.S. private sector; correspondence consists of incoming and outgoing cables, reports, letters memos, notices, etc.</p>	<p>Permanent. Cut off at the end of the fiscal year of creation. Hold in active office space for 2 yrs. after cutoff. Retire to WNRC. Offer to NARA when 10 yrs. old in 5 yr. blocks. (NC 1-286-82-1)</p>
11030	<p>Policy Files - This series consist of letters, memos, directives, etc., on OFDA's policies on natural disasters. Includes congressional guidelines, GC rulings, etc.</p>	<p>Permanent. Cut off at the end of fiscal year of creation, make office copy and send originals to WNRC. Offer to NARA when 10 yrs. old in 5 yr. blocks. (NC 1-286-82-1)</p>
11040	<p>Foreign Disaster Assistance Project Files</p> <p>a. Documentation relating to disaster assistance in cooperating countries. Records consist of such documents as disaster declarations, requests for assistance, newspaper clippings, news bulletins, project implementation orders (POI/Cs POI/Ts), contracts situation and other reports, and correspondence (letters, memos, cables) on disasters that coordinate with international organizations, U.S. voluntary agencies, and the U.S private sector.</p>	<p>Permanent. Cut off at close of disaster. Hold 2 yrs. then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old. (NC 1-286-82-1)</p>
11050	<p>b. Undeclared disasters occur when "disaster" situations exist but are not officially recognized as disasters by the American ambassador to the cooperating country. Undeclared disaster files contain documents relating to other agency assistance in cooperating countries. The files consist of cables, letters, memos, and reports.</p>	<p>Temporary. Cut off at the close of disaster. Hold 2 yrs. then retire to WNRC. Destroy 5 yrs. after cutoff. (NC 1-286-82-1)</p>
11060	<p>Non-Record Material - This series consists of Technical Reference Material and Reference Material.</p> <p>a. Technical Reference material would be documents such as maps, drafts, library, and museum publications, etc.</p>	<p>Temporary. Destroy when obsolete or has been superseded. (NC 1-286-82-1)</p>
11070	<p>b. Reference Material would be documents such as obsolete directives, extra copies, chron copies, manual orders,</p>	<p>Temporary. Destroy when</p>

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	<p>notices, reading file, suspense files, routing slips, etc.</p>	<p>no longer needed. (NC 1-286-82-1)</p>
<p>GRS 23, Item 10</p>	<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>