USAID Washington Disposition Schedule
Chapter 21: Europe and Eurasia Records

A Mandatory Reference for ADS Chapter 502

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
21010	**Administrative Files** - This series documents the daily administrative needs and functions of the office. The series consists of files covering such subject matters as: general administrative matters, budget planning and approvals, funds accounting and general audit instructions, routine housekeeping and office supply needs, personnel information, procurement and contracting instructions and travel guidance. The files contain incoming and outgoing correspondence (letters, memo, cables, etc.) notices, forms, reports.	**Temporary**. Cut of at end of fiscal year of creation. Hold in active office space for 1 year after cut off, then retire to WNRC. Destroy when 3 years old.
21020	**Program Files** - This series consists of technical subjects. Files contain documents relating U.S. economic assistance programs within Europe and the New Independent States regions, including those being implemented by other U.S. Government Agencies with USAID financing. Including program documentation, goals, strategies, and objections, analysis tracking of the status of obligations, analysis reports. Correspondence consists of incoming and outgoing cables, reports, letters, memos, notices, etc.	**Permanent**. Cut off at the end off fiscal year of creation. Hold in active office space for two years after cut off, then retire to WNRC. Transfer to NARA when 10 years old in 5-year blocks.
21030	**Policy Files** - This series consist of letters, memos, directives on U.S. Economic Assistance policy within the Europe and the New Independent States Regions. Including Briefing, follow-up reports, Congressional, General Counsel (GC) Rulings, etc.	**Permanent**. Cut off at the end of fiscal year of creation. Hold in active office for 5 years, then transfer to WNRC. Transfer to NARA when 10 years old in 5-year blocks.
21040	**U.S. Economic Assistance Project** a. **Core Project Documents** – Consists of Project Decision Paper, or PAAD, Interagency Coordinating Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed.	**Permanent**. Cut off after Project Activity Completion Date (PACD) and transfer to WNRC. Offer to NARA when 10 years old in 5-year blocks.
21050	b. **Funding Documents & Funding Mechanism - Implementation Agent Files**- Records consist of project implementation orders such as PIO/Ts, PIO/Cs, PIO/Ps or other usual project funding reservation documents with the interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, contract, IQC, IAA, transfer or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with the particular funding activity.	**Temporary**. Cut off files after PACD, hold in office for 2 years, then retire to WNRC. Destroy 6 years after termination of project.
21060	c. **Reports and Implementation Documents** – Records consist of reviews, audits, evaluations, and project monitoring. Others include copies of press releases, news accounts, or articles concerning the project.	**Permanent**. Cut off 1 year after Project Activity Completion Date (PACD) and transfer to WNRC. Offer to

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		NARA when 10 years old in 5-year blocks.
21070	**ENI Overseas Missions** – These records are related to project assistance in Europe and the Independent States. Since this function is centralized in the E&E Bureau, USAID/Washington, most of the records described below are only record copies that are maintained in USAID/W and therefore are held in the offices. **Technical Assistance Project Files** - Copies of basic project documents and related correspondence is pertaining to projects for which assistance and project coordination only was provided.	**Temporary**. Cut off when project is completed. Destroy after project is completed.
21080	**Overseas ENI Missions Economic Assistance Project** - Copies of basic project documents and related correspondence pertaining to projects designed, developed, and managed in E&E Regional Missions. The official files station for these records is in USAID/W. All original documents should be forwarded to E&E Bureau. a. **Core Project Documents** - Consists of Project Decision, Interagency or Coordinating Paper, Committee Minutes, Project Authorization Memorandum, and any waivers and correspondence addressed to the overall project. b. **Funding Documents & Funding Mechanism - Implementation Agent Files** - Records consist of project implementation order such records as PIO/Ts, PIO/Cs, PIO/Ps or other usual project funding reservation document with the attachment of interagency agreements. Also, funding documents and implementing agent are a combination of files following the core project documents under each project. The funding mechanism is grant, IQC, IAA, transfer, or equivalent. The implementing agent is grantee, contractor, cooperating agency, and equivalent. It includes all waivers, progress reports, and cables or other correspondence concerned solely with files for transfer to particular funding activity. c. **Reports/Implementation Reviews/Audits/Evaluations** - Records consist of project monitoring, review, and evaluation documents; copies of any press releases, news accounts, or articles concerning the project.	**Temporary**. Cut off when project is closed. Destroy 1 year after project completion, those records, which are known to be duplicative of records in USAID/W. Transfer remainder of the project files to the E&E Bureau 1 year after project is completed. The E&E Bureau will incorporate in office E&E/PD files for transfer to WNRC.
GRS 23, Item 10	**Electronic Mail (E-mail) and Word Processing (WP) System Copies** - 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. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	 **Temporary.** Destroy or delete with 180 days after the recordkeeping copy has been produced. **Temporary.** Destroy or delete when dissemination, revision, or updating is completed.