



USAID
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USAID Mission Disposition Schedule Chapter 34: Communications and Records Management

A Mandatory Reference for ADS Chapter 502

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USAID MISSION DISPOSITION SCHEDULE

CHAPTER 34 COMMUNICATIONS AND RECORDS MANAGEMENT – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
34010	<u>Messenger Service Files</u> - Daily Logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Temporary. Destroy when 2 months old. (GRS 12, Item 1)
34020 34030	<u>Postal Records</u> - Post Office forms and supporting papers. a. Records relating to incoming or outgoing registered mail pouches, registered certified, insured and special delivery mail including receipts and return receipts. b. Application for postal registration and certificates of declared value of matter, subject to postal surcharge.	Temporary. Destroy when 1 yr. old. (GRS 12, Item 5.a.) Temporary. Destroy when 1 yr. old. (GRS 12, Item 5b.)
34040 34050 34060 34070 34080 34090 34100	<u>Mail and Delivery Service Control File</u> a. Records of receipt and routing of incoming and outgoing mail, and items handled by private delivery companies. b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers). d. Statistical reports and data relating to handling of mail and volume of work performed. e. Records of and receipts for mail and packages received. f. General files including correspondence, memoranda, directives, and guides relating to the administration of C&R operations. g. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Temporary. Destroy when 1 yr. old. (GRS 12, Item 6.a.) Temporary. Destroy when 6 months old. (GRS 12, Item 6.b.) Temporary. Destroy when 1 yr. old. (GRS 12, Item 6c.) Temporary. Destroy when 1 yr. old. (GRS 12, Item 6.d.) Temporary. Destroy when 6 months old. (GRS 12, Item 6.f.) Temporary. Destroy when 1 yr. old, or when superseded or obsolete, whichever is applicable. (GRS 12, Item 6.g.) Temporary. Destroy 5 months after separation or transfer of individual, or when obsolete, whichever is applicable. (GRS 12, Item 6.h.) Transfer to Embassy

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		mailroom upon termination of USAID office.
34110	Records Holdings Files - Statistical reports of offices/holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Temporary. Destroy when 1 yr. old. (GRS 16, Item 4.b.)
34120	<p>Records Management Files</p> <p>a. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this Schedule.</p>	Temporary. Destroy when 6 yrs. old. (GRS 16, Item 7)
34130	b. Shelf lists of records retired to USAID/W.	Temporary. Forward to USAID/W Bureau Administrative Management Office upon termination of the USAID office.
34140	<p>USAID COMMUNICATIONS AND RECORDS OFFICE</p> <p>Telegram Files - Chronological files maintained by the USAID Communications and Records Offices, consisting of copies of incoming and outgoing telegraphic correspondence. Files are normally arranged by serial number by point of origin and are kept, for the most part, as a source of easy reference.</p> <p>a. Telegrams exchanged between USAID/W headquarters and the USAID Mission office. Copies of these telegrams can be located in the USAID/W Telecommunications Office.</p>	<p>Temporary. Cut off at the end of the calendar yr. Retain in active office space. Destroy when 1 yr. old or sooner if no longer needed for reference. (NC1-286-82-2, Item 1B)</p>
34150	b. Incoming telegrams received from other USAID offices.	Temporary. Cut off at end of the calendar yr. Destroy when 1 yr. old or sooner, if no longer needed for reference. (NC 1-286-86-82, Item 1B)
34160	c. Outgoing telegrams exchange with other USAID offices. Washington is <u>not</u> an addressee.	Temporary. Cut off at the end of the calendar year. Retain in office space for 1 additional yr., then transfer to USAID/W and retire to WNRC. Destroy when 7 yrs.

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		old. (NC1-286-82-2, Item 1C, 2b)
34170	<p>General Correspondence Files - Chronological files maintained by the USAID Communications and Records Office, consisting of letters, memoranda, and other non-telegraphic communications media. Files are normally maintained by date of issuance and are kept, for the most part, as "easy reference" files.</p> <p>Master chronological file of correspondence, including exchanges with various offices of the government of the host country.</p>	<p>Temporary. Cut off at the end of the fiscal year and retain in office space for 6 additional months. Transfer to local storage facilities for 18 months, then destroy. (NC 1-286-82-2, Item 2B)</p>
GRS 12, Item 9	<p>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.</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>