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# USAID Mission Disposition Schedule Chapter 37: Personnel Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE  
CHAPTER 37 PERSONNEL RECORDS**

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>37010</p> <p>37020</p> <p>37030</p> <p>37040</p> <p>37050</p> <p>37060</p> <p>37070</p> <p>37080</p>	<p><b><u>Personnel Files</u></b></p> <p><b>a. <u>Official Personnel Folders</u></b></p> <p>(1) Foreign Service National Employees.</p> <p>(2) Foreign National Contract Employees</p> <p>(a) When no separate contract file is maintained elsewhere.</p> <p>(b) When separate contract file is maintained elsewhere.</p> <p>(c) American Family members in FSN/AFM designated positions.</p> <p><b>b. <u>Unofficial Personnel Folders</u></b></p> <p>(1) U.S. Direct Hire Employees</p> <p>(a) Transferred to another USAID Mission</p> <p>(b) Transferred to USAID/W</p> <p>(c) Separated at post</p> <p>(2) U.S. Contract Employees</p>	<p><b>Temporary.</b> Transfer records to USAID/W M/HR/POD 1 yr. after the date of employee separation. (NOTE: Records of FSN employees converted to FN contract positions are filed under 37020 or 37030.</p> <p><b>Temporary.</b> Destroy 6 yrs., 3 months after termination of contract</p> <p><b>Temporary.</b> Destroy 1 yr. after termination of contract.</p> <p><b>Temporary.</b> Ship files to USAID/W M/HR/POD. Transfer folder to the National Personnel Records Center, St. Louis, Missouri, 30 days after latest separation. NPRC will destroy 65 yrs. after separation from federal service.</p> <p><b>Temporary.</b> Transfer file immediately to the new post.</p> <p><b>Temporary.</b> Destroy 1 yr. after departure of employee.</p> <p><b>Temporary.</b> Destroy 1 yr. after separation of employee.</p> <p><b>Temporary.</b> Destroy 1 yr. after termination of contract or departure of employee, whichever is sooner.</p>
<p>37090</p>	<p><b><u>Position Classification Files</u></b></p> <p>a. <u>Position Classification Standards Files</u> - Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the Agency.</p>	<p><b>Temporary.</b> Destroy when superseded or obsolete. (GRS 1, Item 7.a.(1))</p>

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CHAPTER 37 PERSONNEL RECORDS**

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37100	b. <u>Position Descriptions</u> - Files describing established positions, including information on title, series, grade, duties, and responsibilities.	<b>Temporary.</b> Destroy 2 yrs. after position is abolished or description superseded. (GRS 1, Item 7.b.)
37110	c. <u>Survey Files</u> - Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports.	<b>Temporary.</b> Cut off files annually. Destroy when 3 yrs. old or 2 yrs. after regular inspection, whichever is sooner. (GRS 1, Item 7.c.(1))
37120	d. <u>Appeals Files</u> - Case files relating to classification appeals.	
<b><u>Employee Awards Files</u></b>		
37130	a. <u>General awards records</u> - Case files including recommendations, approved nominations, memoranda, correspondence, reports, and related handbooks pertaining to Agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	<b>Temporary.</b> Destroy 2 yrs. after approval or disapproval.(GRS 1, Item 12.a.(1))
37140	b. <u>Correspondence or memoranda</u> pertaining to awards from other Federal agencies or non-Federal organizations.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 1, Item 12.a.(2))
37150	c. <u>Length of Service Files.</u> Records including correspondence, memoranda, reports, computations of service, and list of awardees.	<b>Temporary.</b> Destroy when 1 year old. (GRS 1, Item 12.b.)
37160	d. <u>Letters of Commendation and Appreciation.</u> Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 1, Item 12.c.)
37170	<b><u>Incentive Awards Program Report</u></b> - Reports pertaining to the operation of the Incentive Awards Program.	<b>Temporary.</b> Destroy when 3 yrs. old. (GRS 1, Item 13.)
37180	<b><u>Notifications of Personnel Actions</u></b> - Standard Form 50 documenting initial employment, promotions, transfers, separation, exclusive of those in the OPF.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 1, Item 14.a.)
<b><u>Personnel Operations Statistical Reports</u></b> - Statistical reports in the operating personnel office and subordinate units relating to personnel management activities within the Agency.		
37190	a. Month-end reports	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 1, Item 16.)
37200	b. Calendar year-end and fiscal year-end reports.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 1, Item 16.)
<b><u>Correspondence and Forms Files</u></b> - Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.		
37210	a. <u>Correspondence and forms relating to pending personnel actions.</u>	<b>Temporary.</b> Destroy when action is completed. (GRS 1, Item 17.a.)
37220	b. <u>All other correspondence and forms.</u>	<b>Temporary.</b> Destroy when 6

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CHAPTER 37 PERSONNEL RECORDS**

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37230	<b><u>Equal Employment Opportunity Records</u></b> - Copies of Complaint Case Files - Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	months old. (GRS 1, Item 17.c.) <b>Temporary.</b> Destroy 1 year after resolution of case. (GRS 1, Item 25.b.)
37240	<b><u>Training Records</u></b> a. <u>Training Aids.</u> 1) Record copy of each manual, syllabus, textbook, and other training aid developed for Agency specific training.	<b>Permanent.</b> Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
37250	2) Training aids developed for administrative or facilitative training.	<b>Temporary.</b> Destroy when superseded.
37260	b. <u>General file of Agency-sponsored training.</u> 1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences.	<b>Temporary.</b> Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program. (GRS 1, Item 29.a.(1))
37370	2) Background and working files.	<b>Temporary.</b> Destroy when 3 yrs. old. (GRS 1, Item 29.a.(2))
37380	c. <u>Employee training.</u> Correspondence, memoranda, reports, and other records relating to the availability to training programs sponsored by other government agencies or non-government institutions.	<b>Temporary.</b> Destroy when 5 yrs. old or when superseded or obsolete, whichever is sooner. (GRS 1, Item 29.b.)
37390	d. <u>Course Announcement Files.</u> Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	<b>Temporary.</b> Destroy when superseded or obsolete.
37400	<b><u>Grievance, Disciplinary and Adverse Action Files</u></b> a. Grievance and Appeals Files (5 CFR 771). Records originating in the review of grievance and appeals raised by Agency employees, except EEO complaints.	<b>Temporary.</b> Destroy no sooner than 4 yrs. but no later than 7 yrs. after case is closed. (GRS 1, Item 30.a.)
37410	b. Adverse Action Files (5 CFR 752) Adverse files and related records created in reviewing an adverse action (disciplinary or non-disciplinary, removal, suspension, leave without pay, reduction-in-force) against an employee.  (1) U.S. Citizen direct hire employees.	<b>Temporary.</b> Forward material to USAID/W M/HR/POD for

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CHAPTER 37 PERSONNEL RECORDS**

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37420	(2) All other employees.	filing. <b>Temporary.</b> Destroy 4 yrs. after case is closed.
37430	<b>Personal Injury Files</b> - Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. a.U.S. Citizen direct hire employees.	<b>Temporary.</b> Forward material to USAID/W M/HR/POD for filing.
37440	b.Foreign service national employees.	<b>Temporary.</b> File in official personnel folder.
GRS1, Item 43.	<b>Electronic Mail and Word Processing System Copies.</b> – Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on electronic mail and word processing 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 electronic 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.	<b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced.  <b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.