Subject Outlines/Codes: Administration Management

A Mandatory Reference for ADS Chapter 502

ADMINISTRATION MANAGEMENT

Instructions: Use for material on the organization, functions, management, and emergency planning of the Agency; and administration coordination and relations with other Federal agencies and with cooperative service organizations of host governments. Includes paperwork, automation, and other management systems and programs. Material concerning specific administrative areas and where pertinent, program areas, should be filed under appropriate subject classification, such as BUDGET, FISCAL ACCOUNTING, PERSONNEL, etc.

Subject Files	File Classification	Description of Records
ADMINISTRATIVE MANAGEMENT	**ADM**	**Material documenting Agency management techniques, concepts, and proposals, which is too comprehensive to be filed under one of the secondary breakdowns in this classification category.**
GENERAL POLICY AND PLANS	ADM 1	Overall policy and plans for the administrative management of the Agency. Some subjects which may be filed here include management improvement programs; cost reduction programs; management systems plans; and feasibility and workload studies.
GENERAL REPORTS AND STATISTICS	ADM 2	Reports and statistics which are too general to file under a more specific subject. Includes periodic administrative reports, reports submitted by USAID to Office of Management and Budget, and related feeder reports, analyses, and data. Subdivide by reporting unit, project control number, or title of report, if volume warrants.
MEETINGS AND CONFERENCES	ADM 3	Material regarding meetings and conferences which cannot be filed under a more specific subject. Subdivide by name, date, and location of meeting or conference, if volume warrants.
AUTOMATION	ADM 4	General correspondence, reports studies, planning, and training material regarding automation and its use in the Agency; includes information systems, systems policy and procedure, systems training, and word processing.

Subject Files	File Classification	Description of Records
(Reserved)	ADM 5	(Reserved)
ORGANIZATION AND FUNCTIONS	ADM 6	History and background of the Agency and its offices, organizational charts, reorganization plans, and functional assignments. Includes opening and closing of offices and the coordination of functions within and between agencies. Subdivide by name of office, USAID, or agency if volume warrants.
INSPECTIONS	ADM 7	Documentation which reflects policy, objectives, and guidelines for general administrative inspections, audits, and operational surveys. Includes field trips of personnel for briefing purposes. File inspections of specific functions under appropriate subject.
PAPERWORK MANAGEMENT	ADM 8	Papers documenting general plans and programs to reduce paperwork management systems and standards on creation, maintenance, use, and disposition of records; and the concept, design, and implementation of information management and retrieval systems. File material pertaining to a specific paperwork function under the appropriate subject heading. Files may consist of the following: • Policy and planning papers regarding development, review, and approval of any series of USAID directives. • Standards to simplify and speed the handling of mail and telegrams, Agency and non-Agency. • Correspondence and report files on communications administration and operations. • Standards and systems for organizing, maintaining, and disposing of files. • Feasibility studies to examine prospects for automation or data processing.
DOCUMENT AND	ADM 9	Systems and procedures for protecting and

Subject Files	File Classification	Description of Records
INFORMATION SECURITY		controlling documents and information. Includes manuals, directives, plans, and reports reflecting policies and procedures developed in the administration and direction of the security program.
EMERGENCY PLANNING	ADM 10	Correspondence regarding administration and operation of the Agency's emergency planning program. Papers documenting A.I.D. policy and planning, and coordination with other agencies in the emergency planning program. Subdivide specific emergency planning programs if volume warrants.

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