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Subject Outlines/Codes: Democracy and Governance

A Mandatory Reference for ADS Chapter 502

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DEMOCRACY AND GOVERNANCE

Instructions: This category is designed for materials regarding elections and political processes, civil society, governance and decentralization, and rules of law and human rights in cooperating countries; Agency programs in development and administration of democratic institutions; technical aspects of democracy and governance area; and Agency policies, procedures and methods and methodologies to support, sustain and encourage democratic development.

Subject Files	File Classification	Description of Records
Democracy and Governance	General	Correspondence, reports, and evaluative and planning material regarding democracy institutions, human rights and lawful governance, including program purpose and concept and decisions or conditions affecting the course of its conduct, NOT FILED IN INDIVIDUAL PROJECT OR STRATEGIC OBJECTIVE CASE FILES.
Elections and Political Processes	DEM 1	Correspondence, reports, evaluative and planning material regarding programs for improving function and organization of the executive branches, judicial branches and the legislative branch of cooperating country governments; also, election planning and administration, political party development; domestic/international monitoring, voter education; and women's political participation process.
Rules of Law (Justice)	DEM 2	Correspondence, reports, evaluative and planning material regarding programs for improving: legal reform; administration of justice; and citizen's access to justice. Related to due process, equal access and constitutional guarantees.
Governance	DEM 3	General materials including correspondence regarding governance support: constitutions and legislative modernization; anti corruption initiatives; decentralization, and transparency in government, local capacity building; civil military relations, and public development and implementation.
Human Rights	DEM 4	Correspondence, studies, reports, evaluative and planning material regarding human rights issues, protection, and respect for human rights; supported institutions that advocate respect for human rights, and human rights education.

Subject Files	File Classification	Description of Records
Civil Society	DEM 5	Correspondence, reports, and evaluation and planning material to provide support in cooperating countries regarding civic society such as civic groups, labor organizations, business groups and other non-governmental advocacy groups.
Information Media	DEM 6	General material, reports, and correspondence regarding independent media (TV, radio, press) including information on censorship, legal constraints, frequency auctions, technology, and political reporting.
Civic Education	DEM 7	Correspondence, reports, and planning materials regarding civic educations to promote civic values and debate.

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