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## Subject Outlines/Codes: General Services

A Mandatory Reference for ADS Chapter 502

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## GENERAL SERVICES

Instructions: This category groups together records relating to internal service operations; acquisition, allocation, and administration of both office and residential space; building maintenance; safety and protection; administration and accountability for supplies and equipment; motor pool operation and maintenance; library, printing, reproduction, and distribution services provided for Agency internal operating purposes.

Subject Files	File Classification	Description of Records
<b>General Services</b>	<b>General</b>	<b>Material documenting the framework of design concept and operating functions of the division responsible for space and property management.</b>
Building Services	GRS 1	General correspondence relating to the provision of basic services for government-owned or leased buildings. Includes policy and procedures for obtaining maintenance, telephone, security and cleaning services. Case file by individual service area as needed.
Equipment and Supplies	GRS 2	General documentation regarding administration of and accountability for supplies and equipment, including loss, theft, and destruction and disposal by condemnation, sale or transfer. Case file sale of surplus property.
Library Service	GRS 3	General correspondence regarding operation of USAID-owned libraries.
Motor Pool Operations	GRS 4	General correspondence documenting policy and procedure for acquisition, use, maintenance and disposition of government-owned vehicles. Case files for individual vehicles should be used as necessary.
Reproduction and Distribution Services	GRS 5	Files of printing and distribution unit regarding administration and operation of the office.
Space	GRS 6	Material regarding space standards and arrangements; allocation, utilization, occupancy, and release of space; building plans and related records; agency ownership, custody, or rental of office space, and maintenance and repair of both individual office residential units. Maintain case files for each individual building or residence owned or leased.