



USAID
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Subject Outlines/Codes: Legislative and Legal

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006
Responsible Office: M/AS/IRD
File Name: 502mae13_122006_cd46

LEGISLATIVE AND LEGAL

Instructions: Use this category for material regarding legislation of interest to the Agency; legal opinions, and determinations made pursuant to such legislation; relations with the Congress and its Committees, and Congressional hearings and investigations relating to Agency activities; economic and technical assistance agreements with cooperating countries, and agreements with participating agencies; executive orders; and similar subjects of legal nature.

Subject Files	File Classification	Description of Records
Legislative and Legal	General	Material regarding the basic organization and responsibilities of legislative and legal advisory service to the Agency.
Agreements	LEG 1	Material regarding procedures, objectives, and conditions for entering of agreements between USAID and other parties, including agreements negotiated and administered by overseas posts. Case file agreements between United States and cooperating countries, representing the basis for Agency development assistance programs.
Congressional Relations	LEG 2	General material regarding Congressional liaison activities, including correspondence with the Congress, both Committees and individual members, involving statements of policy and explanation of policy decisions, administrative action, and special research and compilation. Correspondence with individual Congressmen is filed in accordance with the subject content of the communications, and cross-referenced to case files arranged alphabetically by name of Congressman.
(Reserved)	LEG 3	Reserved for future use.
Determinations	LEG 4	General correspondence regarding evaluation of specific program proposals as required by the Agency, enabling appropriations and other legislative acts, and decisions that their implementation is consistent with criteria established in such legislation.
Executive Orders	LEG 5	Case file formal Determinations and supporting papers. Executive Orders (signed by the President of the United States) which affect USAID program or administrative operations and responsibilities, maintained by the Office of General Counsel.

Subject Files	File Classification	Description of Records
Foreign Assistance Act	LEG 6	Proposal, presentation, and analysis of legislation (and amendments thereto) establishing or affecting the foreign assistance program, USAID, and the policy guidelines under which it operates. Includes exhibits and supplementary documentation which supports legislative proposals.
Legal Opinions and Decisions	LEG 7	Files of requests by USAID offices for legal opinions on laws and Executive Orders, and replies to such requests by the General Counsel or Regional Counsels. File individual requests and opinions in accordance with subject content.
Legal Seals	LEG 8	One example of each authorized legal seal or other device used in USAID/W, or overseas posts for identifying legally certified papers.
Legislation, U.S.	LEG 9	Legislative review files containing copies (other than Agency) of bills and laws, draft proposals and staff comments on proposed, existing, or revised legislation. Where volume warrants, case file papers regarding a specific law and arrange alphabetically by title of law, or numerically.
Patents	LEG 10	Material regarding trademarks, trade names, copyrights, etc., and the infringement or violation of rights, book privacy, etc., not made a part of claim files. Subdivide by type if volume warrants.

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