



USAID
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Subject Outlines/Codes: Science and Technology

A Mandatory Reference for ADS Chapter 502

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SCIENCE AND TECHNOLOGY

Instructions: Use this category for material concerning science and technology programs, technical assistance activities employing applied science and engineering methodologies to advance economic and social development; assistance to host countries in acquiring modern technologies, capabilities, and expertise; and host country science and technology policy, programs, and operations.

Subject Files	File Classification	Description of Records
GENERAL POLICY, PLANS AND PROGRAMS	GENERAL	Correspondence, memoranda, reports, and studies regarding the formulation and approval of the scientific and technology programs and their coordination with the other USAID programs.
NARRATIVE AND STATISTICAL REPORTS	SCT 1	General science and technology reports and statistical documents not filed under more specific subject headings. Includes annual narrative and statistical reports.
ORGANIZATIONS, COMMITTEES, AND MEETINGS	SCT 2	General organizational items not filed under more specific file subjects. Includes agenda and minutes of USAID/S&T staff meetings. Subdivide by name of organization or committee (e.g., White House Advisor, National Bureau of Standards, World Bank, etc.).
RESEARCH	SCT 3	General correspondence, evaluative material, and other data on research centers and laboratories. Case file scientific and technical research reports and related data.
SCIENCE AND ENGINEERING	SCT 4	General correspondence and routine evaluative and administrative material for policy, plans, and programs on science and engineering.
NATIONAL SCIENCE POLICY	SCT 5	General correspondence relating to host country policy, plans, and programs for science and technology utilization for country development.
SCIENTIFIC AND TECHNICAL INFORMATION	SCT 6	Material regarding cooperating country requirements for scientific information, data, reports, publications, information exchange;

Subject Files	File Classification	Description of Records
		acquisition, processing, and use of technical information, facilities, and skills.
TECHNOLOGY TRANSFER	SCT 7	Material on assistance to cooperating countries in adopting modern technologies, which cannot be filed under a specific technical assistance category.
NATURAL RESOURCES	SCT 8	Correspondence and memoranda of a general nature on natural resources in cooperating countries.
MARINE SCIENCE AND FISHERIES	SCT 9	Correspondence, memoranda, reports, studies, and other data on marine science and fisheries policies, plans, and programs.
FORESTRY	SCT 10	Correspondence, memoranda, reports, studies and other data on host country programs for more effective management and use of forestry resources.
PUBLIC WORKS TECHNOLOGY	SCT 11	Correspondence, memoranda, reports, studies and other data on assistance in reducing building and construction materials.
HOUSING TECHNOLOGY	SCT 12	Correspondence, memoranda, reports, studies, and other data on innovative approaches to reducing costs; improving performance and utilizing local materials and labor in the construction of housing and related community buildings in developing countries.
COMPUTER TECHNOLOGY	SCT 13	Reports, correspondence, and surveys on applications of computer technology to cooperating country development needs, computer data processing systems; investment, manpower, and training requirements.
COMMUNICATIONS TECHNOLOGY	SCT 14	Reports and studies on low-cost telecommunications requirements; radio and television systems; educational applications; communications satellites.
TRANSPORTATION TECHNOLOGY	SCT 15	Reports and studies of efforts of cooperating countries to expand transportation technology.
INDUSTRIAL TECHNOLOGY	SCT 16	Correspondence and memoranda on attempts by cooperating countries to expand industrial base, small-scale industry, etc.
REMOTE SENSING	SCT 17	Correspondence, memoranda, reports, studies,

Subject Files	File Classification	Description of Records
		and other data on the Earth Resource Survey Programs.
ENVIRONMENT	SCT 18	Correspondence, memoranda, reports, studies, and other data on control and abatement of earth, water, and air pollution; and assessing undesirable effects of modern technologies on the environmental safeguards. Includes papers and documents concerning short-term and long-term resource management as well as papers providing information on USAID's environmental programs and policies.
EDUCATION AND UNIVERSITY ORIENTATION	SCT 19	Studies and surveys on encouraging more effective orientation of university, science and engineering programs to development needs in lesser-developed countries.
ENERGY	SCT 20	Policy or procedural, planning, and guidance material governing the development of energy programs and projects in under-developed countries. Includes general research and development on geothermal, low power, nuclear, and solar energy, as well as materials dealing with alternative forms of energy, such as bio-gas, biomass, hydro-power, and photovoltaic technology. Case file by individual name of project or form of energy if volume warrants.
LAWS, REGULATIONS AND AGREEMENTS	SCT 21	Reports and studies on legislative programs on legal matters pertaining to science and technology.

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