

CHAPTER 4
RECORDS MANAGEMENT

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CHAPTER 4

SUBJECT FILES

4A. General

Subject files consist of general file materials of incoming originals and outgoing record (yellow) copies of letters, memoranda, telegrams, reports and materials involving a wide variety of subjects. They bring together documents relating to the same subject so that information can be easily found. The subject categories chosen as filing guides for A.I.D. reflect the organization, policies, programs, and functions of the Agency. A.I.D. subject files are arranged according to the Subject Outlines shown in Chapter 4, Appendix 4A.

1. Subject Files Outlines

Each subject outline has an alpha-numeric file group code, which provides primary and secondary breakdowns for subject file materials. These codes are subdivided into secondary breakdowns for more precise identification of subject content. Individual offices may subdivide subject categories further into tertiary or third levels of breakdown. Additions of new subject headings to the Subject Outlines may be authorized by the Agency Records Management Officer. Send requests for changes in subject categories to the Records Management Officer.

2. Index to Subject Files

In addition to the Subject Outlines shown in Appendix 4A, this handbook contains an alphabetical Index to Subject Outlines (Appendix 4B). The first column of the Index ("Subject" column) lists in alphabetic order each of the topics contained in the subject outline, along with synonyms and other terms under which information might be sought. The second column opposite these terms lists for each subject entry the file code symbol under which papers on that subject will be filed.

4B. Setting Up Subject Files

1. File Group Codes

Primary subject categories have 3-letter file codes and are subdivided into secondary breakdowns. For example, the general topic

"Agriculture" (one of the basic subjects) has a file group code of "AGR." "Crop Production," a subdivision of "Agriculture," is identified by the file group code "AGR 4." See figure 4-1. The Subject Outlines cover subdivisions to the secondary level only. Individual offices may create tertiary level divisions. An example of a tertiary level file group code is HLS 7-1 in figure 4-3.

FILING CODES	
<u>Example</u>	<u>Filing Code</u>
General Subject of Agriculture	AGR
Specific documents on C r o p P r o d u c t i o n	AGR 4

Figure 4-1

Use only the chapters in the Subject Outlines that pertain to your office. Set up a folder with a primary subject file group code for papers that don't fit into any of the secondary subjects or that relate to two or more of the secondary subjects. This makes cross-referencing between subdivisions within a primary subject unnecessary. If a paper involves more than one secondary topic in a primary subject file group, file it at the next higher classification level. Use secondary and tertiary breakdowns only if the primary subject has been used and

there is a need to file 10 or more documents.

2. Folders

a. Use the standard A.I.D. Kraft file folders, square cut, scored to indicate label position.

4B

5. Subject Expansion Files

a. Subject expansion files consist of all subject breakdowns given by an A.I.D. office beyond the categorizations taken from the Subject Outlines in Appendix 4A. These can include further subject breakdowns, such as the example "Winter Wheat" in figure 4-4. Expansion files may also include files broken down by country or numerical scheme, as well as by activities, organizations or events, such as "Farm Fair, Brazil" in figure 4-4. The Description of Records in the Subject Outlines may be used to provide guidelines for expanding classification.

POSITIONS OF LABELS ON FOLDERS

FIGURE 4-3

b. The basic requirements for subject expansion filing (figure 4-4) are:

(1) Show the file group code and title of the subject breakdown, on the top line of the file labels.

(2) Show the expanded heading, such as number, country, subject breakdown, or event, in parentheses on the second line. The expanded heading identifies a further subdivision of the main subject breakdown.

Figure 4-4

6. Cutting-Off Subject Files

All subject files are cut off at the end of the fiscal year. Following this practice will create "blocks" of files by fiscal year which facilitates research and later disposition. Subject files are generally kept for the current year plus two prior fiscal years, although some subject files are kept longer. Consult the Records Disposition Schedule in this handbook for specific retention periods.

Depending on available filing equipment, the cut-off file folders may be filed behind the current fiscal year subject files or moved to separate cabinets.

4C. Classifying Documents to Be Placed in Subject Files

1. Marking

Mark papers for subject files in the upper right corner with the appropriate file codes from your office files plan. See figure 4-5. Chapter 2 provides guidance for the preparation of the files plan. When marking a category that has not yet been included in the files plan, consult the Subject Outlines in Appendix 4A.

2. Sorting

Separate official file documents from working file papers. Keep case file documents separate from materials for the subject files.

3. Assembling

Assemble all the papers to be filed within each primary file group code. Then, within each primary file group code, assemble all the papers to be filed within each secondary or expanded file group code. Then file the papers chronologically within each subject breakdown. Place the latest date on top. Related papers should be stapled or otherwise fastened together.

FIG. 4-5

INTRODUCTION

SUBJECT OUTLINES

The Subject Outlines provide the information needed to organize and correctly label official subject files. Even though subject files comprise roughly only twenty percent of all Agency files (see chapters 2 & 4 of this handbook), a knowledge of the Subject Outlines is indispensable in establishing and maintaining these files.

The Subject Outlines are made up of subject file codes (e.g. EDU 12, PRC 4, ADM 8) with file classification captions such as Health Education, Administrative Management, etc., followed by a narrative description for each code and classification. Together, these comprise a system that provides offices with a smooth and efficient means of filing and retrieving information.

How then are the Subject Outlines used to select the proper subject codes and classifications? To illustrate, suppose the record to be filed is the minutes of a U.S.A.I.D. meeting on weed control. The user peruses the Table of Contents to the Subject Outlines and selects the major subject area most likely to contain the topic, in this case Agriculture. Reading through the narrative descriptions leads to the file code and classification that encompasses weed control--AGR 4 Crop Production.

Future papers dealing with the same subject will be filed together in that folder. The file code AGR 4 will distinguish it from papers dealing with other agricultural subjects (e.g., AGR 2, AGR 6), all of which are grouped under the parent classification--AGR Agriculture.

Together, the files in the AGR group constitute a separate entity from the files in the other major subject groups such as BUD (Budget) or PER (Personnel), providing for an orderly division of subjects within the office filing system.

An alternate means of finding the subject file code is to use the Index to the Subject Outlines. In the example on weeds, looking under "Weed Control" would have led directly to AGR 4. Even looking under the entry "Meetings" would have led eventually to AGR 4, since the entry advises to look under the appropriate subject.

As mentioned in the introduction to this handbook, the Subject Outlines are no longer tied to retention periods for the categories used, as they were in the previous edition of Handbook 21. Instead, retention periods are addressed separately in the Records Disposition Schedule (Appendix 6A-6C).

Another feature that is new to this edition is the streamlined coding scheme, allowing individual offices more freedom in developing codes that suit their particular needs. Previously, categories were broken down to a third level, with subject codes such as HLS 9-7 and FPC 2-1 representing subdivisions in the larger categories. That function has now been relegated to individual offices. For example, an office dealing with energy programs could subdivide the category SCT 21 Energy into SCT 21-1 for Geothermal Energy, SCT 21-2 for Solar Energy and so on, arbitrarily, to best reflect the energy subjects of interest to that particular office.

In general, offices will select a few major subject codes that pertain to the program functions of the office, such as Food for Peace (FPC), Loans, Guaranties and Private Enterprise (LGP), Transportation (TRP). In addition to subject codes that reflect the program functions of the office, almost all offices will have codes and classifications for files dealing with general administrative office matters such as Administrative Management (ADM), Personnel (PER), and Budget (BUD).

The new Subject Outlines and Index should constitute a tool that is easy to use, and be a welcome aid in establishing and maintaining office subject files.

TABLE OF CONTENTS

SUBJECT OUTLINES

Administrative Management	ADM
Agriculture	AGR
Budget	BUD
* Democracy and Governance	DEM
Economic and Financial Affairs	ECF
Education	EDU
Fiscal Accounting and Audit	FIS
Food for Peace	FPC
General Services	GRS
Health and Sanitation	HLS
Industrial Development	IND
Information and Mass Communications	INF
Legislative and Legal	LEG
Loans, Guaranties, and Private Enterprise	LGP
Organizations, Committees and Meetings	OCM
Personnel	PER
Procurement and Contracting	PRC
Program Development, Evaluation and Research	PRM
Public Administration	PUB
Science and Technology	SCT

TABLE OF CONTENTS

SUBJECT OUTLINES

Social and Institutional Development	SOC
Training	TRG
Transportation	TRP
Travel	TRV

SUBJECT OUTLINES

ADMINISTRATIVE MANAGEMENT

Instructions

Use for material on the organization, functions, management, and emergency planning of the Agency; 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.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
ADM	ADMINISTRATIVE MANAGEMENT	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.
ADM 1	GENERAL POLICY AND PLANS	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 - feasibility and workload studies

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

ADM 2	GENERAL REPORTS AND STATISTICS	Reports and statistics which are too general to file under a more specific subject. Includes periodic administrative reports, reports submitted by A.I.D. 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.
ADM 3	MEETINGS AND CONFERENCES	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.
ADM 4	AUTOMATION	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.
ADM 5	(Reserved)	
ADM 6	ORGANIZATION AND FUNCTIONS	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, U.S.A.I.D., or agency if volume warrants.
ADM 7	INSPECTIONS	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.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

ADM 8 PAPERWORK
MANAGEMENT

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 A.I.D. directives.

Standards to simplify and speed the handling of mail and telegrams, Agency and Non-Agency.
(Cont'd)

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.

ADM 9 DOCUMENT AND INFOR-
MATION SECURITY

Systems and procedures for protecting and controlling documents and information. Includes manuals, directives, plans, and reports reflecting policies and procedures developed in the administration and direction of the security program.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

ADM 10 EMERGENCY PLANNING

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.

AGRICULTURE

Instructions

This category is designed for all material regarding agriculture, including papers reflecting agricultural conditions or problems in cooperating countries; technical aspects of agriculture; and policy, procedures, and methods of implementing agricultural programs.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
AGR	AGRICULTURE	Data regarding agricultural technical aid aspects of the Foreign Aid program, including program purpose and concept, decisions or conditions affecting the course of its conduct, and planning, development, and implementation of agricultural programs and use of natural resources in cooperating countries.
AGR 1	AGRICULTURAL COLLEGES AND UNIVERSITIES	Correspondence, reports, evaluative and planning material regarding agricultural colleges and universities in cooperating countries and their relations to A.I.D. program support and implementation. Includes experimental and research activities undertaken in connection with these institutions.
AGR 2	AGRICULTURAL ECONOMICS	Correspondence, reports, and evaluative and planning material regarding agricultural economics, farm management, marketing, distribution and warehousing of unprocessed agricultural products.
AGR 3	COOPERATIVES AND CREDIT	Correspondence, reports, and evaluative material regarding agricultural cooperatives and credit.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

AGR 4 CROP PRODUCTION

Correspondence, reports, and evaluative and planning material regarding crop and grain production; seed improvement; improvement of planting stock; agricultural use of radioactive material; narcotics; and weeds, diseases, and pests, affecting crop production.

AGR 5 EXTENSION

Correspondence, reports, and evaluative and planning material regarding development of the agricultural extension programs; experiment stations; development of home economics, agricultural workshop, agricultural youth club programs; farm buildings; farm mechanization.

AGR 6 FARMS

Correspondence, reports, and evaluative material regarding farms, farm buildings, and farm mechanization.

AGR 7 FISHERIES

Correspondence, reports, and evaluative and planning material regarding fisheries, and aquaculture.

AGR 8 FORESTRY

Correspondence, reports, and evaluative and planning material regarding reforestation, deforestation, desertification, land capability, watershed protection and woodlots.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

AGR 9	LAND	Correspondence, reports, and evaluative and planning material regarding land used for agricultural purposes; land distribution, including settlement, tenure, and reform programs; flood control; irrigation, drainage, and reclamation; range management and related water development activities; soil conservation including soil surveys, analyses, and fertilization.
AGR 10	LIVESTOCK AND POULTRY	Correspondence, reports, and evaluative and planning material regarding livestock and poultry improvement.
AGR 11	RESEARCH	Agricultural research activities not classifiable under another subdivision of this outline.
AGR 12	FOOD SUPPLY	Correspondence, reports, and evaluative and planning material regarding national and world food reserves, problems, shortages, and requirements.

BUDGET

Instructions

This category covers all phases of the Agency's budget activities; guidelines for and preparation of budget requests; review and revision of these requests; preparation of the Agency's submission to the Office of Management and Budget; preparation and presentation of the detailed Agency budget request to the Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriations bills and amendments, and the approved legislation; apportionment of the Agency's appropriated funds by the Office of Management and Budget, and administration of the approved budget.

Where it is useful to distinguish material regarding foreign currencies from those regarding dollars, case file within this category, adding "(FC)" to the established code.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
BUD	BUDGET	Documentation of A.I.D. policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Agency Programs.
BUD 1	ANNUAL BUDGET SUBMISSION	Annual budget submission by each overseas post and each A.I.D./W organization entity. Includes instructions, assumptions, and guidelines for preparation, the budget request itself, supporting papers, and related communications.
BUD 2	OFFICE OF MANAGEMENT AND BUDGET (OMB) REQUEST	Consolidated Agency submission to OMB. Includes supplementary schedules, exhibits, and special data for OMB review.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

BUD 3	CONGRESSIONAL PRESENTATION	Documents the preparation of the detailed Agency budget request and its presentation to Congress, including supplementary schedules, exhibits, daily transcripts of hearings before Congressional committees, copies and analyses of proposed appropriation bills and amendments thereto, position papers on proposed legislation and appropriation acts, and requests for supplemental appropriations.
BUD 4	TENTATIVE PROGRAM LEVEL	Correspondence between A.I.D./W and overseas posts, and related data, supporting tentative program level.
BUD 5	OPERATIONAL YEAR FUNDING PLAN	<p>Operating Year Budget (OYB) and Annual Administrative Funding Plan; and review and revision of these documents. Case file by country, region, or A.I.D./W organizational unit and/or by month or quarter if volume warrants.</p> <p>Includes documentation of distribution by the Office of Management and Budget of Agency appropriation and other funds available under legislative authorities. Requests for and establishment of allotments to regional bureaus, headquarters, offices, and overseas posts for each activity;</p> <p>Statement of Funds Available for Obligation, furnished A.I.D. offices as planning device for controlling expenditures;</p> <p>Requests for, establishment of, and control of numerical authorization of staffing levels. Includes employment limitations.</p>

Instructions

* **Democracy and Governance**

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.

FILE	CLASSIFICATION	DESCRIPTION OF RECORDS
*DEM	DEMOCRACY AND GOVERNANCE	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.
*DEM 1	ELECTIONS AND POLITICAL PROCESSES	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.
*DEM 2	RULES OF LAW (Justice)	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.

***DEM 3 GOVERNANCE**

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.

***DEM 4 HUMAN RIGHTS**

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.

***DEM 5 CIVIL SOCIETY**

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.

***DEM 6 INFORMATION MEDIA**

General material, reports and correspondence regarding independent media (TV, radio, press) including information on censorship, legal constraints, frequency auctions, technology and political reporting.

***DEM 7 CIVIC EDUCATION**

Correspondence, reports, and planning materials regarding civic educations to promote civic values and debate.

ECONOMIC AND FINANCIAL AFFAIRS

Instructions

This category covers basic economic and financial data and its analysis, and groups material on which the long-range assistance requirements of cooperating countries and regions are estimated and Agency assistance programs developed.

EXCEPT: Material which properly furnishes background information in recognized areas of Agency technical assistance programs (i.e., sector analysis), which is filed in the appropriate functional primary category. See AGR, EDU, HLS, IND, PUB, SOC, and TRP.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
ECF	ECONOMIC AND FINANCIAL AFFAIRS	Material regarding plans, proposals, and stated purposes of the collection and analysis of data on economic factors in aid-recipient countries.
ECF 1	BANKING AND CREDIT	General correspondence, statistical and other data and its analysis, regarding central, state and other government banking operations. Includes credit portfolios, loans, deposits, discounts and rediscounts, currency issuance, circulation, and commercial banking and credit operations in cooperating countries. Also statements of legal reserve requirements, reserve reports, time and sight deposits, and discounts on commercial and other paper.
ECF 2	COOPERATING COUNTRY	Material regarding cooperating country central government case flow statements, revenues and expenditures, debt accumulation, and short-term supplier credits.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

ECF 2 COOPERATING COUNTRY
BUDGETS (Cont)

Material regarding cooperating country central government budgets, and individual ministerial (departmental) budgets. Case file and arrange alphabetically by name of ministry or department. Includes material on debt accumulation and burden.

ECF 3 ECONOMIC ANALYSIS

Documentation regarding review, assessment and/or summary of overall economic situation. Includes retail and wholesale price indicators, budget and import data, foreign exchange tax results, cost of living index, trends in construction activity, reports of gross national product, consumption and production analyses, population, and other economic indications.

ECF 4 INTERNATIONAL
TRADE

Statistics and reports summarizing foreign trade of cooperating countries. Includes trade agreements.

Reports of capital movements, military offset programs, balance of payments reports, reports of trade with other countries, relations with various common market groups, import quotas, blocked currencies, barter and bilateral trade, restrictions on trade, reports of foreign exchange reserves, free and restricted currency holdings, contraband activities and smuggling rings, and their effects on local economy.

EDUCATION

Instructions

This category is designed for all material regarding education in cooperating countries; Agency programs in the development and administration of educational institutions, systems, and methods; material on technical aspects of education; and Agency policy, procedures, and methods of implementing programs in this field.

<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
EDU EDUCATION	Correspondence, reports, and evaluative and planning material regarding educational technical aid aspects of the Foreign Aid Program, including program purpose and concept, and decisions or conditions affecting the course of its conduct; and planning and development of educational programs in cooperating countries.
EDU 1 ADULT	Correspondence, reports, and evaluative and planning material regarding literacy tests, eligibility criteria for assistance to schools and elements of school budgets.
EDU 2 EDUCATION INSTITUTES	Case file documentation of U.S. support of individual American-sponsored schools.
EDU 3 CURRICULUM DEVELOPMENT	Correspondence, reports, and evaluative and planning material regarding curriculum development and samples of teaching materials designed for schools at various levels.
EDU 4 ELEMENTARY	Correspondence, reports, and evaluative and planning material regarding planning, development, and conduct of elementary education programs.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

EDU 5	FELLOWSHIPS	Correspondence, reports, and evaluative and planning material regarding the availability of fellowships and scholarships in schools in cooperating countries.
EDU 6	HIGHER EDUCATION	Correspondence, reports, and evaluative and planning material regarding development and conduct of programs at college and university level.
EDU 7	LIBRARY OPERATION	Correspondence, reports, and evaluative and planning material regarding library operation in cooperating countries.
EDU 8	PROFESSIONAL EDUCATION	Correspondence, reports, and evaluative and planning material regarding development and conduct of educational programs at the professional level. Case file by type of profession if volume warrants.
EDU 9	SCHOOL FACILITIES	Correspondence, reports, and evaluative and planning material regarding existing schools, need for additional school facilities, school administration, and school construction in cooperating countries.
EDU 10	SECONDARY	Correspondence, reports, and evaluative and planning material regarding development and conduct of programs to improve secondary education in cooperating countries.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

EDU 11	TEACHING METHODS AND MEDIA	Correspondence, reports, and evaluative and planning material regarding teaching methods and media not included in project files. Includes audiovisual aids, radio and television, lecture material, textbooks, and other teaching media.
EDU 12	VOCATIONAL TRAINING	Correspondence, reports, and evaluative and planning material regarding development and conduct of programs to improve vocational education in cooperating countries.
EDU 13	ENGLISH LANGUAGE	Correspondence, reports, and evaluative and planning material regarding development and conduct of programs for teaching English as a second language.

FISCAL ACCOUNTING & AUDIT

Instructions

This category groups together material regarding the collection, disbursement, and accounting for Agency funds; the operation of accounting and fiscal reporting systems; accounting procedures for special programs; audit, management inspection, and investigation of Agency operations; payroll operations and allied functions of a fiscal nature.

A file station which needs to distinguish records of foreign currency transactions from transactions in dollars may case file within any secondary or tertiary subdivision of this category, adding "(FC)" to the established code.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
FIS	FISCAL, ACCOUNTING AND AUDIT	Correspondence or subject files maintained by operating units responsible for accounting, pertaining to their internal operations and administration.
FIS 1	ACCRUAL ACCOUNTING	Accounting manuals, procedures, and related communications. Material regarding accounting activities, reflecting discussion, adjustment, or particulars of specific accounts or accounting systems. Material regarding administrative, project and nonproject expenses, representing supporting documentation for accrued liability reporting requirements.
FIS 2	APPROPRIATION-ALLOT- MENT ACCOUNTING	Allotment records, showing status of obligations and allotments under each authorized appropriation.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

FIS 2 APPROPRIATION
 ALLOTMENT (Cont)

Periodic reports on the status of appropriation accounts and apportionments, Advice of Charge Files, papers documenting administrative reservations.

Liquidated obligations files, consisting of travel and transportation requests, requests for purchase, purchase orders, and other administrative obligations, and Obligation copies of program documents such as procurement authorizations, foreign currency authorizations, transfer authorizations, procurement authorizations/ requisitions, project implementation orders, technical assistance authorizations amendments, and related correspondence.

Administrative correspondence, reports, and other data regarding voucher preparation and management and related accounting and disbursing operations:

Maintain individual disbursement vouchers as a separate case file group by Bureau voucher or schedule number.

FIS 3 AUDIT AND INSPECTION

Planning papers and communications which document policies and procedures under which the Agency's audit program is operated.

Procedures for conduct of end-use checks on commodities financed under Agency programs.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
FIS 3	AUDIT AND INSPECTION	Documentation for individual audits should be case filed.
FIS 4	BANK FINANCING	Material regarding letter of commitment financing of Agency commodity transactions, technical service contracts and loans. Specific loans or grants are case filed.
FIS 5	BILLING AND COLLECTION	Documentation regarding billing and collection, and the availability, collection, custody, and deposit of funds.
FIS 6	BONDING OF EMPLOYEES	Federal personnel surety bond files.
FIS 7	CLAIMS	Correspondence and memoranda expressing policy or guidance in handling of claims. Case file individual claims.
FIS 8	CODES	Notices and communications establishing allotment and appropriation symbols, and object classification codes.
FIS 9	COST ACCOUNTING	Copies of cost accounting reports and related supporting papers. Ledgers, forms, and machine records used to accumulate data for use in cost reports.
FIS 10	DISBURSING	Correspondence between A.I.D./W and overseas offices, giving guidance and explanation on disbursement matters.
FIS 11	GENERAL LEDGER ACCOUNTING	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

FIS 12	PAYROLL PROCEDURES	<p>General correspondence files pertaining to routine matters of administration and operation, preparations and processing of payrolls.</p> <p>Case file payroll actions and arrange alphabetically, as best suits users' needs</p>
FIS 13	REPORTS	<p>General documentation of the policies and procedures governing the Agency's financial reporting program.</p> <p>Case file by individual reports.</p>
FIS 14	SPECIAL PROGRAMS ACCOUNTING	<p>Documentation of Agency policy governing accounting procedures for the special programs administered. Programs in this file include: Cash grants, counterpart funds, investment guaranties, loans and trust funds. Case file as necessary.</p>

FOOD FOR PEACE

Instructions

Use for papers on Agency programs to furnish available agricultural commodities to developing countries by sale, grant, or donation as authorized under the Agricultural Trade Development and Assistance Act of 1954, as amended, and the Food for Peace Act of 1966 (Public Law 480).

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
FPC	FOOD FOR PEACE	Records documenting the development of Standards, policies; procedures and the coordination of special programs under Title I, II, III, and IV of P.L. 480; and program coordination with other agencies.
FPC 1	COMMODITIES	Selection criteria for designation of types and quantities of surplus agricultural commodities available for sale, grant, or donation under P.L. 480. Subdivide by name of commodity, if volume warrants.
FPC 2	FAMINE RELIEF AND OTHER ASSISTANCE	General correspondence relating to grants of surplus food under Title II, Famine Relief, and other assistance, direct to host government, and including such topics as grants in connection with urgent or extraordinary needs (e.g., natural disasters such as floods, earthquakes) and emergency programs and grant assistance to needy peoples in underdeveloped countries which includes refugee and child feeding, school lunch programs, and payment-in-kind in connection with development projects. Case file by program when volume warrants.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

FPC 3	FOREIGN CURRENCY SALES	<p>Policy and procedural materials governing the sale of surplus agricultural commodities for foreign currencies, under Title I.</p> <p>Case file each sales agreement.</p>
FPC 4	INTERAGENCY STAFF COMMITTEE ON P.L. 480	<p>Materials documenting the purpose, organization, and objectives of the Interagency Staff Committee on P.L. 480.</p>
FPC 5	LONG TERM SUPPLY CONTRACTS	<p>Policy and procedural materials governing sales of surplus agricultural commodities for long term dollar credits or for convertible foreign currencies under Title IV.</p> <p>Case file each long term supply contract.</p>
FPC 6	VOLUNTARY AGENCY PROGRAM	<p>Records regarding donations of agricultural commodities under Title III to needy peoples for school lunch programs, refugee and child feeding, and for urgent or extraordinary relief needs, conducted by nonprofit voluntary agencies.</p> <p>Food for Peace program related material concerning Advisory Committee on Foreign Aid.</p>
FPC 7	BARTER AND EXCHANGE	<p>Papers on the barter or exchange of agricultural commodities for strategic material and other goods and equipment needed by the United States.</p> <p>Case file by name of strategic material or equipment, if volume warrants.</p>

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.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
GRS	GENERAL SERVICES	Material documenting the framework of design concept and operating functions of the division responsible for space and property management.
GRS 1	BUILDING SERVICES	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.
GRS 2	EQUIPMENT AND SUPPLIES	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.
GRS 3	LIBRARY SERVICE	General correspondence regarding operation of A.I.D. owned libraries.
GRS 4	MOTOR POOL OPERATION	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.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

GRS 5 REPRODUCTION AND
DISTRIBUTION
SERVICES

Files of printing and distribution unit regarding administration and operation of the office.

GRS 6 SPACE

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.

HEALTH AND SANITATION

Instructions

This category is designed for material regarding health and sanitation in cooperating countries; Agency activities in the administration and conduct of medical and public health programs; family planning, population, and technical aspects of public health, medicine, and sanitation; and Agency policy, procedures, and methods of implementing programs in these fields.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
HLS	HEALTH AND SANITATION	Correspondence, reports, and evaluation and planning material regarding health and sanitation technical aid aspects of the foreign aid program, correspondence, reports, and planning material relating to multilateral funding of Health and Sanitation programs and projects in host countries, including program purposes and concept and decision or conditions affecting the course of its conduct.
HLS 1	DEVELOPMENT OF HEALTH PERSONNEL	Correspondence, reports, and evaluation and planning material regarding health and sanitation training of nationals of cooperating countries; administration and operation of medical, nursing, and health schools in cooperating countries. Case file by name of school as needed.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

HLS 2	DISEASES	Correspondence, reports, and evaluative and planning material regarding the detection, spread, and treatment of diseases and chronic health conditions in cooperating countries. Includes emergency medical activities; medical uses of atomic energy and drugs; and research into diagnosis, control, treatment, and eradication of diseases, including drug addiction.
HLS 3	HEALTH EDUCATION	Correspondence, reports, and evaluative and planning material regarding activities for promotion of modern sanitation and disease prevention and control practices among populations of cooperating countries.
HLS 4	HEALTH FACILITIES	Correspondence, reports, and evaluative and planning material regarding health centers, hospitals, clinics, laboratories, pharmacies, dispensaries, and mobile units in cooperating countries.
HLS 5	NURSING	Correspondence, reports, and evaluative and planning material regarding the quality and adequacy of nursing services in cooperating countries.
HLS 6	NUTRITION	Correspondence, reports, and evaluative and planning material regarding nutrition in cooperating countries. Includes programs to combat malnutrition, improve food, etc. File material concerning the overall nutrition program in this category. Use individual tertiary breakdowns for material regarding specific phases of the program.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

HLS 7	SANITATION	<p>Correspondence, reports, and evaluative and planning material regarding all aspects of environmental sanitation, sanitary engineering, and inspection activities. Use tertiary breakdowns for specific areas such as: design, construction, and engineering management of rural and urban community water supply systems, including water pollution and purification.</p> <p>Industrial hygiene conditions in cooperating countries, and programs for their improvement.</p> <p>Control of insects and rodents that affect health conditions in cooperating countries.</p>
HLS 8	RESEARCH	<p>Correspondence, reports, and evaluative material regarding health and sanitation research that cannot be filed under another breakdown in this outline.</p> <p>Includes periodic summaries of basic vital statistics used to support or verify findings relative to health and sanitation research in cooperating countries.</p>
HLS 9	POPULATION AND FAMILY PLANNING	<p>Correspondence, reports, and evaluative material regarding birth control and family planning as means of coping with too rapid population growth, and related demographic studies.</p> <p>Case file by area of activity as volume warrants.</p>

INDUSTRIAL DEVELOPMENT

Instructions

This category groups together material regarding industrial conditions in cooperating countries; their potential for development; technical and managerial aspects of industrial development; procedures, policy, and methods of implementing industrial programs and projects.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
IND	INDUSTRIAL DEVELOPMENT	Correspondence, reports, and evaluative and planning material regarding industrial technical aid aspects of the foreign aid program, including program purpose and concept, and decisions or conditions affecting the course of its conduct. Includes mechanization of industries in cooperating countries.
IND 1	AERIAL PHOTOGRAPHY AND MAPPING	Correspondence, reports, and evaluative and planning material regarding map making and related ground and aerial surveys.
IND 2	COOPERATIVES AND CREDIT	Correspondence, reports, and evaluative and planning material regarding development of cooperatives and credit in cooperating countries. Includes industrial development banks and cottage industries.
IND 3	ENGINEERING	Correspondence, reports, and evaluative and planning material regarding architecture, and engineering development programs in cooperating countries, which are not classifiable under other outlines.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

IND 4	INDUSTRIAL MANAGEMENT AND CONTROLS	Correspondence, reports, and evaluative and planning material regarding methods of establishing ownership, management practices, business ethics, corruption, profit-sharing, business failures, bankruptcy, etc. Includes government ownership or control of business and industry and the expropriation or confiscation of national or foreign-owned industry or property and restitution or compensation by the takeover government.
IND 4	INDUSTRIAL MANAGEMENT AND CONTROLS (Cont)	Subdivide by type of industry or by name of company if volume warrants.
IND 5	MANUFACTURING AND PROCESSING	Correspondence, reports, and evaluative and planning material regarding manufacture of electrical equipment, forest products, meat processing, manufacture of textiles, milling, machinery reproduction and fabrication of metals. Includes fertilizer production and supply. Arrange alphabetically by type of industry where volume warrants.
IND 6	MARKETING AND DISTRIBUTION	Material covering trade fairs and marketing and distribution of processed dairy products, agricultural and forest products, in cooperating countries. Includes export promotion.
IND 7	MINING	Correspondence, reports, and evaluative and planning material regarding ore exploration, development, refining, and smelting; and oil exploration, extracting, and refining in cooperating countries. Case file by type of industry if volume warrants.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
IND 8	NUCLEAR ENERGY	Correspondence, reports, and evaluative and planning material regarding the use of nuclear energy for industrial purposes in cooperating countries.
IND 9	POWER	Correspondence, reports, and evaluative and planning material regarding development and planning for power production, distribution, operation, and management in cooperating countries. Include utilities.
IND 10	PRODUCTIVITY	Technical information on industrial productivity, including statistics, indices, and measurements, and concepts and techniques.
IND 11	RESEARCH	Communications regarding A.I.D. policy, procedures, and operational guidelines for industrial research. Limited to activities not classifiable under other secondary or tertiary subdivisions of this outline. Includes industrial standards.
IND 12	SERVICE INDUSTRIES	Correspondence, reports, and evaluative and planning material regarding service industries in cooperating countries. Includes maintenance and repair industries; development and economic growth of tourism as an industry; and warehousing and storage facilities. Case file by type of industry if volume warrants.
IND 13	TELECOMMUNICATIONS	Correspondence, reports, and evaluative and planning material regarding telecommunications programs in cooperating countries. Includes radio, telephone, and telegraph.
IND 14	ENERGY DEVELOPMENT AND PRODUCTION	Correspondence, reports, and evaluative and planning material regarding the specific development of various types of energy;

facilities used to produce energy for industrial and domestic consumption; construction, availability, and utilization of facilities; energy producing programs.

INFORMATION AND MASS COMMUNICATIONS

Instructions

Material regarding dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements; clearance of speeches and articles for publication; preparation of periodic reports to the Congress; and dissemination of important news developments to Agency officials. Includes material regarding the application of audiovisual and other mass-communication techniques in support of Agency technical assistance programs, both in the development of technical publications and other training materials, and of media for mass communications in cooperating countries.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
INF	INFORMATION AND MASS COMMUNICATIONS	Material reflecting A.I.D. information policy in the United States and in cooperating countries.
INF 1	AUDIOVISUAL MATERIAL	Material regarding techniques of production, utilization of available indigenous material, analysis of effectiveness of various media; design of emblems and letterheads; exhibits displayed publicly to explain or promote A.I.D. objectives; publicity activities of A.I.D.; and production and use of films. Case file where volume warrants.
INF 2	BRIEFING MATERIAL	Correspondence brief files prepared for the Administrator and/or Assistant Administrators; general briefing material prepared by overseas offices; reference files maintained by press officers.
INF 3	COMMUNICATIONS RESOURCES CENTERS	Information services project case files of Communications Resources Centers.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

INF 4	INQUIRIES, TRANSMITTALS ACKNOWLEDGEMENTS	Acknowledgements, requests for and transmittals of publications, photographs, literature, etc., either within A.I.D. or to/from the public.
INF 5	PRESS, RADIO, AND TELEVISION	Correspondence and reports documenting the use of press, radio, and television in support of Agency programs in cooperating countries, and in disseminating information about the program to the public.
INF 5	PRESS, RADIO, AND TELEVISION	Transcripts of press conferences held by major Agency officials. Case files of clippings of feature stories on A.I.D. programs or personalities. Home town news story releases on Agency personnel.
INF 6	PUBLIC INFORMATION PROGRAMS	Papers which document the establishment and conduct of programs to disseminate information to the populace of other countries, and such programs as Freedom Of Information, and Privacy Act; all correspondence, reports, policy, and other data relating to the above.
INF 7	PUBLICATIONS	Papers documenting development, clearance, and control of Agency information publications for general public consumption; programs to provide books and other publications to developing countries and to assist in developing and expanding local writing, printing, publishing, and distribution capabilities and resources.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

INF 8 SPECIAL EVENTS

Coverage of ceremonies, anniversaries, awards, and official social affairs, which involve the Administrator or high A.I.D. officials, or include officials or guests from foreign countries.

Speeches on the subject of foreign aid made by A.I.D. officials to foreign or U.S. audiences.

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.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
LEG	LEGISLATIVE AND LEGAL	Material regarding the basic organization and responsibilities of legislative and legal advisory service to the Agency.
LEG 1	AGREEMENTS	Material regarding procedures, objectives, and conditions for entering of agreements between A.I.D. 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.
LEG 2	CONGRESSIONAL RELATIONS	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.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

LEG 2	CONGRESSIONAL RELATIONS (Cont)	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.
LEG 3	(RESERVED)	
LEG 4	DETERMINATIONS	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.
LEG 5	EXECUTIVE ORDERS	Case file formal Determinations and supporting papers. Executive Orders (signed by the President of the United States) which affect A.I.D. program or administrative operations and responsibilities, maintained by the Office of General Counsel.
LEG 6	FOREIGN ASSISTANCE ACT	Proposal, presentation, and analysis of legislation (and amendments thereto) establishing or affecting the foreign assistance program, A.I.D., and the policy guidelines under which it operates. Includes exhibits and supplementary documentation which supports legislative proposals.
LEG 7	LEGAL OPINIONS AND DECISIONS	Files of requests by A.I.D. 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.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

LEG 8	LEGAL SEALS	One example of each authorized legal seal or other device used in A.I.D./W, or overseas posts for identifying legally certified papers.
LEG 9	LEGISLATION, U.S. (Other than Agency)	Legislative review files containing copies 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.
LEG 10	PATENTS	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.

LOANS, GUARANTIES, AND PRIVATE ENTERPRISE

Instructions

This category is designed for material regarding the financing of development assistance programs through loans and private investment, and the Agency's investment guaranty program.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
LGP	LOANS, GUARANTIES, AND PRIVATE ENTERPRISE	Material regarding concepts, objectives, and explanation of policies in Agency's loan, investment guaranty, or promotion of private enterprise programs.
LGP 1	INVESTMENT GUARANTIES	General correspondence regarding investment guaranties, including material regarding both extended and specific risk coverage, and investment guaranty ceiling. Procedures and guidelines governing the negotiation and approval of investment guaranty agreements with other countries. Case file country agreements files. Case file individual investment guaranty contracts and arrange alphabetically by name of contractor, or by contract number, as best suits users' needs.
LGP 2	LOANS	Material documenting the concept, objectives, and goals of the Agency loan program. Procedures and guidelines covering negotiation, renegotiation, financial analysis, etc., of loan agreements, including standard language development for use in loan agreements. Case file by type of loan when volume warrants.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

LGP 3 PRIVATE ENTERPRISE

Material documenting the concept, proposals, and implementation of Agency activities designed to enlist nongovernmental resources into economic development activities in cooperating countries. Includes U.S. investment incentives; studies of the development potential of geographic area; and analyses of laws, regulations, and attitudes in cooperating countries which affect the prospects of attracting private capital to those countries including such specifics as tax exemptions and other incentives.

ORGANIZATIONS, COMMITTEES, AND MEETINGS

Instructions

Use for material which cannot be filed under a specific subject in any other outline in this Handbook. Folder labels must clearly indicate the technical area involved (e.g., OCM--Family Planning FY XX) or the specific organization, committee, or meeting documented (e.g., OCM-- President's Committee on Population Growth, FY XX).

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
OCM	ORGANIZATIONS, COMMITTEES AND MEETINGS	Substantive A.I.D.-related material prepared by, for, or about organizations, committees or meetings in which A.I.D. is involved or which are involved in A.I.D. programs.

PERSONNEL

Instructions

This category covers all phases of personnel administration, including position classification and standards; recruitment, appointment, placement and separation of employees; employee-management relations and necessary personnel services; orientation and training of employees; evaluation, promotion and incentive programs; and conditions of employment.

Separate files may be maintained for material regarding local and third country national employees, using any portion of this category, by inserting the letters "LOC" or "TCN" after "PER" in the code, as appropriate. For example: salary scales for American employees are classified PER 3; for local employees, PER LOC 3; and for third country national employees, PER TCN 3.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
PER	PERSONNEL	Material regarding the administration and operation of personnel functions in A.I.D. offices, not otherwise provided for in this schedule.
PER 1	ATTENDANCE AND LEAVE	General material regarding attendance and leave, including annual, home, military, court, and sick leave, extended hours and compensatory time procedures; and tours of duty and temporary duty (TDY).
PER 2	AWARDS AND INCENTIVES	Criteria, activities, and procedures governing the recognition of superior performance, length of service, creative effort, etc.; papers regarding determination of eligibility, selection, and ceremonies for various honor awards. Includes letters of commendation, Agency meritorious service citation, distinguished public service, and Presidential awards.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PER 3	COMPENSATION	<p>Regulatory and procedural papers covering salary and wage scales, overtime, night and holiday pay, periodic and longevity step increases, and related correspondence.</p> <p>Allotment of pay, U.S. savings bonds; Government life, and hospital and medical insurance; withholding taxes; and final salary clearances.</p>
PER 4	CONDUCT AND DISCIPLINE	<p>Regulations, procedures, and general material on conflict of interest, insubordination, prohibited political activity, sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts or decorations, legal offenses of employees, etc.; and related disciplinary action such as official reprimand and suspension.</p>
PER 5	DEPENDENT EDUCATION	<p>Material regarding assistance to schools organized at overseas posts for the education of dependents of employees; education allowances and educational travel.</p>
PER 6	DIPLOMATIC RANK AND TITLE	<p>Material regarding policy on privileges and immunities extended to Agency employees by cooperating country governments.</p>
PER 7	EMPLOYEE MANAGEMENT RELATIONS	<p>Material regarding employee unions and similar organizations, and their activities; consultation with employees by management on personnel and other management matters; and handling grievances and appeals. File specific types of grievances and appeals under appropriate subject in outline.</p>

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PER 8 EMPLOYEE SERVICES

Material regarding activities of, or services to, employees. Includes commissaries, post exchanges (PX), and similar facilities; charitable civic and other similar contributory efforts and annual drives; and employee welfare organizations, such as recreation associations and credit unions.

PER 9 EMPLOYMENT

Material regarding initial appointment, reinstatement, preemployment after break in service, or conversion, without break in service, between Civil Service and Foreign Service rolls; and employment of retired annuitants.

Includes administration of personal services contract employees; policy and procedures to insure against discrimination in employment on basis of race, sex, creed, national origin, etc., and the detail of employees within the Agency, between the Agency and other Government agencies and international organizations; transfer, promotion, rotation and assignment of employees; exercise of reemployment rights; assignment system procedures; and nomination of employees to Foreign Service posts.

When volume warrants, establish case files for type of appointment (e.g., competitive service, excepted service, executive appointment, Foreign Service, Presidential appointment, resident staff, and temporary appointments).

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PER 10	EVALUATION	Guidelines and standards, with related background and comment, used in appraisal and evaluation of classes of A.I.D. employees for promotion. Includes probationary ratings, performance measurement and ratings, completion of assignment reporting and related appeal procedures.
PER 11	HEALTH	Material regarding preemployment and other medical examinations, medical clearances and waivers; immunization and treatment of foreign service employees and dependents (including care in U.S. Government operated hospital); first aid and other health room services; medical evacuation of foreign service employees.
PER 12	INSURANCE	Policy and procedural material on employee insurance, including special issuances regarding coverage, terms, eligibility, or conditions related to any kind of employee insurance recognized or administered by the Agency.
PER 13	ORIENTATION AND TRAINING	Material documenting the concept and detailed content of employee development programs, including description of courses, sponsors, sample schedule of classes, classroom work, conferences, workshops, supervised practice, etc., by this Agency or other agencies or educational institutions, etc. When volume warrants, case file and arrange alphabetically by type of training program or name of training agency or institution.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PER 14	PERSONAL STATUS	General material concerning Agency policies and procedures relative to the personal status (as opposed to employment status) of employees. Include such items as biographic data on marriage, divorce, name change and dependency status, present position or assignment, etc.
PER 15	POSITION CLASSIFICATION	General material regarding administration, CSC decisions affecting classification work, classification standards problems, activity reports, and general memoranda. Includes procedures for appeals to AID/W and Civil Service Commission.
PER 16	RETIREMENT	Material regarding personnel retirement, including correspondence between personnel offices and FS employees on routine inquiries and assistance regarding retirement.
PER 17	SECURITY	Correspondence files regarding administration and operation of routine personnel security matters, including investigation and clearance procedures covering loyalty, security and suitability of Agency employees and their dependents; and applicants for employment. Includes fingerprinting and ID cards.
PER 18	SEPARATION	General correspondence regarding Agency policy and procedures covering employee resignation, separation for cause (removal), death, and departure under special legislative and other authorities, such as Selection-Out; and reduction-in- force (RIF).
PER 19	STAFFING	General material regarding authorized staffing levels and personnel strength.

PROCUREMENT AND CONTRACTING

Instructions

This category covers policy, procedures, regulations, and operations regarding procurement of commodities, services, and supplies for Agency assistance programs and for administrative needs.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
PRC	PROCUREMENT AND CONTRACTING	Correspondence, reports, and evaluative and planning material regarding the development of procurement standards, policies, and procedures.
PRC 1	AUTHORIZATION	<p>General correspondence regarding authorizations. Agreements and related papers reflecting procurement relationships with other U.S. Government agencies.</p> <p>Includes procurement authorization control; designation of private or public agencies to implement procurement transactions and special procedures governing purchasing activities of each; and procedures for preparation and use of procurement documents such as procurement authorizations, project implementation orders, and purchase orders.</p>
PRC 2	COMMODITIES	<p>General correspondence and memoranda regarding designation of commodities by code, and use of or adjustment to codes. Commodity procurement controls.</p> <p>Arrival accounting, damage and shortage procedures; commodity import processing.</p>

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PRC 3 CONTRACTS (Cont'd)		Source limitations in commodity procurement, including "buy American" policy; and ownership of commodities financed under A.I.D. programs.
PRC 3	CONTRACTS	Policy and procedural material governing contracts. Includes standard provisions established for inclusion in all contracts; responsibilities of contract representatives; preparation of invitation to bid, and assuring availability to all bidders; lists of acceptable bidders and routine inquiries and requests for placement on bid lists; background, capabilities, and eligibility of contractors; contract negotiation and award. Case file papers regarding awarding of specific contracts.
PRC 4	DOCUMENTATION	General material regarding papers required to fully document procurement transactions.
PRC 5	INSURANCE	Material regarding insurance financed under Agency procurement programs, including general average contributions.
PRC 6	MARKING REQUIREMENTS	Correspondence regarding design of emblems, labels, and symbols used to publicize and identify Agency activities. Waivers of marking requirements, not otherwise case filed.
PRC 7	SHIPPING SERVICE	Correspondence, reports, and evaluative and planning material regarding procedures, policies, and operations associated with the transportation of commodities financed under Agency programs.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PRC 7	SHIPPING SERVICE (Cont)	File material regarding a specific commodity transaction, with other papers documenting the transaction, and arrange by commodity document number.
PRC 8	TRIANGULAR TRANSACTIONS	Papers documenting background, origin, procedures, and policies of triangular trade program.
PRC 9	U.S. GOVERNMENT- OWNED PROPERTY	<p>Policies, procedures, and criteria for acquiring and using U.S. Government-owned excess property in Agency programs.</p> <p>Agreements with cooperating countries, international organizations, and nonprofit relief agencies for utilization of domestic excess property.</p> <p>Case files concerning acquisition by host countries and voluntary agencies.</p>
PRC 10	PRIVATELY DONATED PROPERTY	General material on property privately donated for use in development assistance programs. Includes Agency conditions of acceptance.

PROGRAM DEVELOPMENT, EVALUATION, AND RESEARCH

Instructions

This category concerns the substantive development of Agency programs, as distinguished from financial planning and management of program activities associated with formulation and administration of the Agency budget. It includes policy and procedural guidelines which provide the basis for detailed program planning; criteria for selection of the type of assistance most appropriate to the needs of a cooperating country or area; research into new techniques for economic and social development; evaluation of program effectiveness; and information on assistance programs in developing nations by other countries, other U.S. Government agencies, and international organization.

EXCEPT: Project Files. Establish a case file to provide complete documentation for each project and arrange as prescribed in Chapter 5 of this handbook.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
PRM	PROGRAM DEVELOPMENT, EVALUATION, AND RESEARCH	Correspondence, reports, and evaluative and planning material regarding program feasibility, development and approval, not filed in individual project files.
PRM 1	COUNTRY ACTIVITIES	Policy, procedural, and guidance material governing the development of AID programs for cooperating countries, and schedules of submission. Includes correspondence between AID/W and overseas offices regarding formulation and coordination of technical aid programs in underdeveloped countries; analysis of problems in identifiable regions within cooperating countries, and proposals for program activities; country program assistance plans; Country Assistance Strategy Statement (CASS); Long-range Assistance Strategy Statement (LASS); planning documents; project, sector or goal plans. Case file by country or activity as volume warrants.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PRM 2	INTER-REGIONAL	Correspondence and memoranda relating to formulation and coordination of technical aid programs in designated geographic regions which have broader geographic scope than is encompassed by established regional concepts. Includes statements of purpose, scope, and objectives of inter-regional technical aid activities; requests and approval of substantive program activities, applicable to interregional programs and statements of organization and technical application as related to interregional activities.
PRM 3	REGIONAL ACTIVITIES	Correspondence relating to general program and backstopping activity extending beyond the geographic limits of a given country, but within regional boundaries established by the Agency (Africa, Asia, Latin America). Includes formal statements of purpose, scope, and objectives of regionally administered technical aid activities; regional program plans, appraisals, and evaluative documents; and project, sector, or goal plans.
PRM 4	PROGRAM EVALUATION	General material regarding policies and procedures for review and assessment of methods of providing assistance and appraisal of effectiveness of Agency programs. Case file individual evaluations.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PRM 5	PROGRAM METHODS	General material regarding methodology and types of programs; criteria for determining the method of financing and the administration of capital assistance projects; policy and procedural material regarding selection of program assistance as an Agency method of providing nonproject assistance and selection of technical assistance as a method of program implementation.
PRM 6	PROGRAM RESEARCH	Correspondence regarding overall activities in the exploration of new methods of program implementation. File material documenting individual research projects under appropriate subject.
PRM 7	OTHER ASSISTANCE PROGRAMS	Correspondence, memoranda, minutes of meetings, studies, and position papers regarding A.I.D. participation or interest in reviewing programs and coordinating Agency and U.S. position before international organizations and cooperating committees. Includes arrangements and conditions for consortium agreements or multilateral financing of foreign aid activities; foreign assistance and A.I.D. liaison with such organizations; programs of UN and its affiliated organizations; foreign assistance activities of other U.S. Government agencies, and other nations; student exchange and U.S. Exchange programs; Grants-in-Kind and Grants-in-Aid files and related papers; and background information on overseas activities of foundations, educational institutions, nonprofit voluntary agencies, etc.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PRM 7

OTHER ASSISTANCE
PROGRAMS

Case file by name of organization or
country as need and volume dictate.

PUBLIC ADMINISTRATION

Instructions

Use for papers on public administration, including Agency policy, procedures and methods of implementing and coordinating public administration programs in cooperating countries.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
PUB	PUBLIC ADMINISTRATION	Correspondence, reports, and evaluative and planning material regarding public administration technical aid aspects of the foreign aid program, including program purpose and concept and decisions or conditions affecting the course of its conduct.
PUB 1	ADMINISTRATIVE SERVICES	Correspondence reports, and evaluative and planning material regarding office management; paperwork management assistance to cooperating country governments and assistance in supply management.
PUB 2	BUDGETING AND FINANCE	Correspondence, reports, and evaluative and planning material regarding promotion of budget and finance management programs; better accounting and audit operations; administration and management of cooperating country government banking, currency and credit activities, bank examination systems, monetary reform, currency control and stabilization, development plans and overall economic policies; and procedures for budget formulation and administration.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

PUB 3	GOVERNMENT ORGANIZATION AND FUNCTIONS	Correspondence, reports, and evaluative and planning material regarding programs for improved function and organization of the executive branches of cooperating country governments, including ministries, agencies, government corporations, central/provincial/local government relations; judicial branches; and the legislative branch.
PUB 4	(Reserved)	
PUB 5	PUBLIC PERSONNEL ADMINISTRATION	Papers regarding programs for the improvement of public personnel administration in cooperating countries, including recruitment and testing, classification, pay, personnel legislation, and civil service training and activities.
PUB 6	(Reserved)	
PUB 7	SCHOOLS OF PUBLIC ADMINISTRATION	Papers regarding programs for the improvement or establishment of schools of public administration, and institutes and schools of business administration, in cooperating countries.
PUB 8	STATISTICAL METHODS AND ACTIVITIES	Papers regarding programs for the improvement of cooperating countries' statistical methods and activities, including strengthening of organization and procedures for collection, analysis, and publication of statistical data.

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; host country science and technology policy, programs, and operations.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
SCT	GENERAL POLICY, PLANS, AND PROGRAMS	Correspondence, memoranda, reports, and studies regarding the formulation and approval of the scientific and technology programs and their coordination with the other A.I.D. programs.
SCT 1	NARRATIVE AND STATISTICAL REPORTS	General science and technology reports and statistical documents not filed under more specific subject headings. Includes annual narrative and statistical reports.
SCT 2	ORGANIZATIONS, COMMITTEES, AND MEETINGS	General organizational items not filed under more specific file subjects. Includes agenda and minutes of A.I.D./S&T staff meetings. Subdivide by name of organization or committee (e.g., White House Advisor, National Bureau of Standards, World Bank, etc.).
SCT 3	RESEARCH	General correspondence, evaluative material, and other data on research centers and laboratories. Case file scientific and technical research reports and related data.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

SCT 4	SCIENCE AND ENGINEERING	General correspondence and routine evaluative and administrative material for policy, plans, and programs on science and engineering.
SCT 5	NATIONAL SCIENCE POLICY	General correspondence relating to host country policy, plans, and programs for science and technology utilization for country development.
SCT 6	SCIENTIFIC AND TECHNICAL INFORMATION	Material regarding cooperating country requirements for scientific information, data, reports, publications, information exchange; acquisition, processing and use of technical information, facilities and skills.
SCT 7	TECHNOLOGY TRANSFER	Material on assistance to cooperating countries in adopting modern technologies, which cannot be filed under a specific technical assistance category.
SCT 8	NATURAL RESOURCES	Correspondence and memoranda of a general nature on natural resources in cooperating countries.
SCT 9	MARINE SCIENCE AND FISHERIES	Correspondence, memoranda, reports, studies, and other data on marine science and fisheries policies, plans, and programs.
SCT 10	FORESTRY	Correspondence, memoranda, reports, studies and other data on host country programs for more effective management and use of forestry resources.
SCT 11	PUBLIC WORKS TECHNOLOGY	Correspondence, memoranda, reports, studies and other data on assistance in reducing building and construction materials.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

SCT 12	HOUSING TECHNOLOGY	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.
SCT 13	COMPUTER TECHNOLOGY	Reports, correspondence, and surveys on applications of computer technology to cooperating country development needs, computer data processing systems; investment, manpower and training requirements.
SCT 14	COMMUNICATIONS TECHNOLOGY	Reports and studies on low-cost telecommunications requirements; radio and television systems; educational applications; communications satellites.
SCT 15	TRANSPORTATION TECHNOLOGY	Reports and studies of efforts of cooperating countries to expand transportation technology.
SCT 16	INDUSTRIAL TECHNOLOGY	Correspondence and memoranda on attempts by cooperating countries to expand industrial base, small-scale industry, etc.
SCT 17	REMOTE SENSING	Correspondence, memoranda, reports, studies, and other data on the Earth Resource Survey Programs.
SCT 18	ENVIRONMENT	Correspondence, memoranda, reports, studies and other data on control and abatement of earth, water, and air pollution; 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 A.I.D.'s environmental programs and policies.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

SCT 19	EDUCATION AND UNIVERSITY ORIENTATION	Studies and surveys on encouraging more effective orientation of university, science and engineering programs to development needs in lesser developed countries.
SCT 20	ENERGY	<p>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, bio-mass, hydro-power, and photovoltaic technology.</p> <p>Case file by individual name of project or form of energy if volume warrants.</p>
SCT 21	LAWS, REGULATIONS, AND AGREEMENTS	Reports and studies on legislative programs on legal matters pertaining to science and technology.

SOCIAL AND INSTITUTIONAL DEVELOPMENT

Instructions

This category is designed for all material regarding the social structure and cultural patterns of cooperating countries and activities among local populations to initiate and implement self-help development programs. Includes background information and A.I.D. policy, procedures and operations in implementing programs in the fields of community development, cooperative organization and management, housing, labor affairs, and social welfare.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
SOC	SOCIAL AND INSTITUTIONAL DEVELOPMENT	Correspondence, reports, and evaluative and planning material regarding social and institutional development technical aid aspects of the Foreign Service program, including program purpose and concept, and decisions or conditions affecting the course of its conduct.
SOC 1	COMMUNITY DEVELOPMENT	Correspondence, reports, and evaluative and planning material regarding Agency programs for raising living standards and promoting political stability at the community or village level, and involving participation of local populations in planning and implementing self-help undertakings. Includes: financial markets, alternative strategies, and methodologies.
SOC 2	COOPERATIVES	Correspondence, reports, and evaluative and planning material regarding development and promotion of cooperatives. Material regarding specific cooperative organizations may be case-filed and arranged alphabetically by name of organization if volume warrants.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

SOC 3 CULTURAL AND
SOCIAL FACTORS

Correspondence, reports and evaluative and planning material regarding racial, tribal and caste relationships; analyses of ethnic groups and other sociological and anthropological studies. Includes customs, manners, art, culture, and religion.

SOC 4 HOUSING AND
URBAN DEVELOPMENT

Correspondence, reports, and evaluative and planning material regarding housing and urban development, housing design, facilities and specifications; self-help housing construction and utilization, availability and utilization of building materials, and construction of buildings; condition or extent of cooperative housing; housing finance, management of savings and loan associations, and mortgage insurance; housing and urban development programs; village and city planning, finance, labor markets, migration, and workers participation in development.

SOC 5 LABOR

Correspondence, reports, and evaluative and planning material regarding labor development. Includes cooperating country government attitudes and policies and makeup of labor forces; labor information programs; industrial relations; enforcement of labor standards; availability of skilled and unskilled laborers; utilization of training, projections of future requirements, and distribution of manpower; disability, retirement, and unemployment insurance programs; trade union administration; techniques of collective bargaining; union-sponsored activities.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

SOC 6	SOCIAL SERVICES	Correspondence, reports, and evaluative and planning material regarding social services, including maternal and child care, group work, community service organizations, vocational rehabilitation, and programs for relief of refugees and migrants.
SOC 7	WOMEN-IN-DEVELOPMENT	Programs and projects reflecting the role and function of women in less developed countries. Strategies for benefiting women; sex disaggregated data collection; gender-specific social soundness analysis and/or economic analysis; programs where special efforts are required due to cultural conditions; funding less developed country women for training.
SOC 8	DISASTER ASSISTANCE	Concerns natural and man-made disasters on a world-wide basis. For example, matters concerning earthquake reconstruction, refugee assistance, delivery of life- support goods and services when and where needed and enhancement of recovery by rehabilitation programs.

TRAINING

Instructions

This category covers Agency activities, policies, and procedures related to the training of cooperating-country nationals, including selection of participants, planning and implementation of their training courses, follow-up to assure optimum utilization of training and evaluations of the training program as a whole.

Maintain case files of participant or training projects as a separate file group, arranged alphabetically by name of participant or by project number.

<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
TRG TRAINING	<p>Substantive policy, planning, program and evaluative material documenting the development of methods and procedures for implementation of the participant training program.</p> <p>Routine administrative and evaluative correspondence regarding any phase of participant training program.</p>
TRG 1 ALLOWANCES	<p>Material regarding training allowances for expenses, maintenance, books, travel, equipment, and supplies.</p>
TRG 2 AREA OF TRAINING	<p>Correspondence and reports relating to policy and procedures on third-country training and host country training, including information and evaluation of facilities.</p> <p>Papers regarding policy on training in the United States.</p>
TRG 3 CONFERENCE ATTENDANCE	<p>Papers regarding conferences attended by participants in connection with training programs, indicating number in attendance, dates, places, and itineraries.</p>

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

TRG 4	COURSES	<p>Material describing training courses available to participants, including prospectuses.</p> <p>If volume warrants, case file by technical activity covered by the courses.</p>
TRG 5	DURATION	<p>Papers regarding length of training programs and guidelines on desired starting and terminal dates.</p>
TRG 6	EVALUATION	<p>Reports and studies used to evaluate effectiveness of training methods and techniques in specific fields of activity, country, or overall participant training program. Case file by individual evaluation study or project if volume warrants.</p>
TRG 7	FACILITIES	<p>Liaison and strengthening of relationships with organizations that provide training, hospitality, community activity, or services to participants.</p> <p>Case file by individual facilities, as needed.</p>
TRG 8	FOLLOW-UP OF PARTICIPANTS	<p>Correspondence and related material regarding methods to assure continuing contact with participants after training to develop maximum potential of individual participants.</p>
TRG 9	PROCESSING	<p>Policy, procedures, and guidance papers regarding processing of individual participants.</p> <p>Papers regarding policy, procedures, and guidance in preparation and use of PIO/P's.</p>

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

TRG 9	PROCESSING	Mission predeparture briefing, port of entry and reception procedures, and orientation in country of training; participant and dependent travel, purchases, ownership and operation of automobiles, interpreter services, insurance, waiver of visa requirements, and handling of illness and death cases.
TRG 10	TRAINING NOTICES	Participant Training Directories, newsletters, and other issuances prepared for use of participants, S&T/IT, and other A.I.D. staff.
TRG 11	SELECTION	Policy and procedural papers regarding criteria for selection of participants, including security clearances, academic requirements, etc.
TRG 12	SPONSORS	Material regarding training of cooperating- country nationals under other than direct Agency administration and/or financing. Includes training arranged or administered by the Agency but financed from other sources.
TRG 13	TRAINING AIDS	Examples of training aids developed by the Agency, including books, translations, audiovisual, and other training media.

TRANSPORTATION

Instructions

This category groups together material regarding transportation systems in cooperating countries; existing transportation facilities or problems; technical aspects of air and surface transportation; and procedures, policies, and methods of implementing Agency capital and technical assistance programs in this field of activity.

	<u>FILE CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
TRP	TRANSPORTATION	Correspondence, reports, and evaluative and planning material regarding transportation technical aid aspects of the foreign aid program, including program purpose and concept, and decisions or conditions affecting the course of its conduct.
TRP 1	AIR TRANSPORT	Correspondence, reports, and evaluative and planning material regarding air transport development; airline operation, maintenance, and safety; and air navigation systems and meteorological services of cooperating countries.
TRP 2	HIGHWAYS	Correspondence, reports, and evaluative and planning material regarding highways systems; the adequacy and quality of highway construction and maintenance; and motor transport systems in cooperating countries.
TRP 3	INLAND WATERWAYS	Correspondence, reports, and evaluative and planning material regarding inland waterways in cooperating countries.
TRP 4	PORTS AND HARBORS	Correspondence, reports, and evaluative and planning material regarding ports and harbors; handling of cargo, port storage and warehousing facilities; and dock facilities.
TRP 5	RAILROADS	Correspondence, reports, and evaluative and planning material regarding cooperating country railroads; their construction and maintenance; operation, and rail signal systems.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

TRP 6

SHIP OPERATIONS

Correspondence, reports, and evaluative and planning material regarding operation of ships, sea navigational aids, and maritime facilities in cooperating countries. Includes reports of volume carried.

TRAVEL

Instructions

Policy, procedures, operations, and regulations regarding travel of Agency, participating agency and contract personnel and their dependents; movement of personal and household effects of such travelers; and Congressional and other travelers whose visit is concerned with, or of interest to, this Agency.

	<u>FILE</u> <u>CLASSIFICATION</u>	<u>DESCRIPTION OF RECORDS</u>
TRV	TRAVEL	General policy and procedural material regarding travel of Agency, participating agency, and contract.
TRV 1	ALLOWANCES	Material furnishing information and interpretations of policy regarding monetary allowances for travel expenses, including per diem and mileage rates.
TRV 2	AUTHORIZATION	General correspondence and reports regarding travel authorizations (travel orders). File travel orders of individual travelers in employees' travel folder.
TRV 3	CARRIERS	Informational and procedural material regarding carriers, including services, rates, routes, and schedules. Includes air, ships, bus and rail carriers.
TRV 4	DEPENDENTS	Material regarding interpretation and explanation of policy, procedures, and operations governing travel of dependents, including advance home leave travel.
TRV 5	PASSPORTS	Passport files, including copies of completed forms used for application, issuances, renewal, etc., and related correspondence. Includes visas.

FILE
CLASSIFICATION

DESCRIPTION OF RECORDS

TRV 6 EFFECTS

Material regarding transport of effects, including interpretation or explanation of policy and procedures. Covers packing and crating, insurance, shipment, and storage and personal household effects, baggage and vehicles.

Generally, material regarding effects of individual travelers is filed in employee's travel folder.

TRV 7 TRAVELERS

Name files (travel folders) consisting of passenger transportation records pertaining to reimbursement to individuals, copies of travel orders, per diem vouchers, travel requests, hotel and trip reservations, and other supporting papers regarding official travel of officers, employees, contract personnel, and dependents, including papers regarding shipment of automobiles, baggage, and effects.

Arrange alphabetically by name of traveler.

A

ABSENCE & LEAVE	PER 1
ABSENTEE VOTING	PER 8
ACADEMIC REQUIREMENTS FOR PARTICIPANTS.	TRG 11
ACCESS TO:	
Records	ADM 9
Executive privilege	LEG 2
ACCIDENTS:	
Agency employees	PER 11
Vehicles:	
Agency	GRS 4
ACCOMMODATION EXCHANGE	FIS 10
ACCOUNTABILITY:	
Equipment & supplies	GRS 2
Funds	FIS 2
Property, real	GRS 6
Vehicles	GRS 2
ACCOUNTING:	
Accrual	FIS 1
Allotment	FIS 2
Cash grants	FIS 14
Codes	FIS 8
Commodity arrival	PRC 2
Cooperative service	FIS 14
Cost	FIS 9
General ledger	FIS 11
Loans	FIS 14
Obligation	FIS 2
As a public administration activity	PUB 2
Revolving fund	FIS 14
Special programs	FIS 14
Trust funds	FIS 14

ACCOUNTS:

Current	FIS 1
National	ECF 3
Payable	FIS 10
Receivable	FIS 5

ACCRUAL ACCOUNTING FIS 1

ACCRUED LIABILITIES FIS 1

ACTIVITIES (use approp. subj.)

ADDRESSES:

Employee (home & next-of-kin) .	PER 8
Mailing	GRS 5

ADMINISTRATION:

Agency (use approp. subj.). . .	ADM
Hospital	HLS 4
Joint Administrative Offices. .	ADM 6
Public	PUB
School	EDU 9

ADMINISTRATIVE:

Aircraft:

Accountability	GRS 2
Procurement	PRC
Audit of vouchers	FIS 3
Budget	BUD

Equipment & supplies:

Accountability	GRS 2
Procurement	PRC
Inspections	ADM 7

Reports:

Periodic (general)	ADM 2
Specific functions (use approp. subj.)	

Reservations of Funds FIS 2

Supplies GRS 2 |

Support:

Accounting & audit	FIS
General policy & plans ...	ADM 6
Reimbursement est. & agreements	BUD
Services performed by missions for employees	

of contractors PRC 3

Administrative ADM 6
Specific (use approp. subj.)

AGENT CASHIERS FIS 10

AGENTS:

Procurement PRC 1
Sales, Commissions PRC 1

AGREEMENTS: (use approp. subj.)

Administrative support LEG 1
Bilateral:
Economic & technical
assistance LEG 1
Economic assistance LEG 1
Interagency LEG 1
Investment guaranty LGP 1
Labor-management SOC 5
Loan LGP 2
Terms & Conditions LGP 20
Participating agency LEG 1
PL-480 Sales FPC 3, 5
Program LEG 1
Project (ProAgs & Cooperative
service) PRM 1
Technical assistance LEG 1
Trade ECF 4
With other U.S. Govt. agencies. LEG 1

AGRICULTURE AGR

AGRICULTURAL:

BIFAD AGR
Colleges:
Agency contracts with. PRC 3
In participating countries AGR 1

AGRICULTURAL: (Cont'd)

Commodities & crops:
Production AGR 4, 10
Disposal under PL 480. FPC
(See SURPLUS AGRICULTURAL
COMMODITIES)
Cooperatives AGR 3
Credit banking AGR 3
Credit loans AGR 3
Deforestation. AGR 8

Development.	AGR 2
Economics.	AGR 2

AGRICULTURAL: (Cont'd)	
Engineering	AGR
Extension	AGR 5
Products, distribution and marketing:	
Processed	IND 6
Unprocessed	AGR 2
Research:	
Colleges	AGR 1
General	AGR 11
Specific (use approp. subj.)	
Resources	AGR
Statistics	AGR 2
Training courses	TRG 4
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Use of atomic & nuclear ener. .	AGR 4
Youth programs	AGR 5
AID:	
To American sponsored schools abroad	EDU 2
Economic & technical (use approp. subj.)	
Tying (restricting procurement source to donor country) .	PRC 2
AIDED SELF-HELP (use approp. subj.)	
Housing	SOC 4
AIR:	
Pollution & contamination:	
As health problem.	HLS 2
Transportation:	
Civil (systems).	TRP 1
Travel (Agency-financed):	
Employees	TRV 3
Participants	TRG 9
AIRCRAFT	
Administrative, Agency.	GRS 2
Cooperating Country	TRP 1
AIRGRAM PREPARATION	ADM 8

AIRPORTS TRP 1

ALIENS:		
As Agency employees (FSL) . . .		PER
ALLIANCE FOR PROGRESS		PRM 7
ALLOCATIONS	BUD 5	
ALLOTMENT:		
Accounting	FIS 2	
Advice of	BUD 5	
Of funds	BUD 5	
Of pay by employees		PER 3
Symbols	FIS 8	
ALLOWANCES:		
Agency employees:		
Cost of living		PER 3
Education (dependents) . .		PER 5
Post differential.		PER 3
Quarters & temp. lodging .		PER 3
Representation		PER 3
Separation		PER 3
Travel	TRV 1	
Participants.	TRG 1	
ALTERNATIVE ENERGY.		SCT 21
AMERICAN-SPONSORED SCHOOLS ABROAD.	EDU 2	
AMERICAN STATES, ORG. OF (OAS) (For specific programs, use approp. subj.)		
AMORTIZATION, LOANS		LGP 20
ANALYSIS:		
Economic.	ECF 3	
Editorial Opinion	INF 5	
News.	INF 5	
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ANIMAL HUSBANDRY.		AGR 10

ANNUAL:		
Agency budget submission. . . .		BUD 1
Estimate of voluntary agency requirements		FPC 6
Leave	PER 1	
ANNUITIES	PER 16	
ANTHROPOLOGICAL STUDIES (of ethnic groups).		SOC 3
ANTIBIOTICS:		
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Personnel Health program .		PER 11
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APO FACILITIES (Agency privilege) . .		ADM 8
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Separation actions		PER 18
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Agency employee applicants . .		PER 9
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AQUACULTURE	AGR 7	
ARBITRATION, LABOR DISPUTES		SOC 5
ARCHITECTURE (Use approp. subj.) . .		IND 3
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Free trade	ECF 4	
Of training (participants) . .		TRG 2
ARRIVAL:		
Accounting, commodities		PRC 2
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ARRIVAL & DEPARTURE NOTICES:		
Re individual employees (See PER instr. A) reporting requirements.		PER 9
ASSIGNMENTS:		
Personnel	PER 9	
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Economic & technical (general). (for specific programs, use approp. subj.)		PRM
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IND 8

ATOMIC & NUCLEAR ENERGY: (Cont'd)		
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ATTENDANCE AND LEAVE		PER 1
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(For specific delegations, use approp. subj.)		
AUTHORIZATION:		
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Legislation (FAA)		LEG 6
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Overtime	PER 1	
Procurement	PRC 1	
Purchase	PRC 1	
Signature	ADM 6	
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AUTOMATION:		
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AUTOMATION: (Cont'd)
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 control, word processing ADM 8

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 (See MOTOR VEHICLES)

AVIATION:
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 * **Civil Education DEM 7**
 * **Civil Society DEM 5**

AWARDS:
 Agency personnel PER 2
 Contract PRC 3

B

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BALANCE OF PAYMENTS (U.S. &
 other countries) ECF 4
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dollar flow:
 Procurement source PRC 2
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 Other (use approp. subj.)

BANKRUPTCY (business) IND 4

BANKS & BANKING ECF 1
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 subj.) or LGP 2

Financing of Agency

transactions	FIS 4
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BILLS OF LADING:		
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Participant training courses in		TRG 4
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BUDGET, OFFICE OF MANAGEMENT AND (Agency submission & hearings)

BUD 2

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Maintenance & repair		GRS 1
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Manufacture		IND 5
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C

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Currency: (see Foreign currency) Transactions of employees.	PER 4
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 (LAS):
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LORAN: (radio navigational aid)
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Civilian		TRP 1
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aspect).
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PUB 1

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IND 6

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SOC 5

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SOC 3

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SOC 4

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Personnel (Agency).		PER 9
TYPHOONS:		
Disaster relief (general) . . .		SOC 6
Food for Peace (PL 480) . . .		FPC 2, 6
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UNDEREMPLOYMENT		SOC 5
UNEMPLOYMENT.		SOC 5
Insurance:		
Agency employees.		PER 12
Social programs for.		SOC 5
UNESCO ASSISTANCE PROGRAMS.		PRM 7
UNHEALTHFUL POSTS:		
Differential allowances		PER 3
Health & medical services . . .		PER 11
UNIFORMS:		
Agency employees:		
Accountability. Issuance . .		GRS 2
Procurement	PRC (B)	
UNIONS:		
Customs	ECF 4	
Government employees.		PER 7
Labor. Trade.	SOC 5	
UNITED GIVERS FUND		
(fund raising activities) . . .		PER 8

UNITED NATIONS:		
Assistance programs		PRM 7
(or use approp. subj.)		
UNIVERSITY:		
Contracts	PRC 3	
Education:		
Academic.	EDU 6	
Agricultural.	AGR 1	
Engineering	EDU 8	
Exchange program.		PRM 7
Fellowships. Scholarships . .		EDU 5
Medical	HLS 1	
Nursing	HLS 1	
Professional.	EDU 8	
Public administration		PUB 7
Public Health	HLS 1	
Science and Engineering		
Orientation.		SCT 20
Studies program		
(for Agency employees) . .		PER 13
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UNLIQUIDATED OBLIGATIONS.		FIS 2
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RESTRICTIONS.		PRC 2
UPGRADING (of classified material). .		ADM 9
URBAN:		
Development		SOC 4
Cooperative housing		SOC 4
Village & city planning		SOC 4
Finance	SOC 4	
Labor markets		SOC 4
Migration	SOC 4	
Poor.	SOC 4	
Workers participation		
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U.S. BOOK EXCHANGE		
(USBE).	PRM 7	

U.S. FLAGSHIP

REQUIREMENTS:

Shipping. PRC 7
Travel. TRV 3

U.S. GOVERNMENT-OWNED EXCESS PROPERTY:

Disposal:

Agency. GRS 2
Procurement (Agency). PRC 9

USE OF:

And access to Agency records. ADM 9
Government-owned vehicles GRS 4

UTILIZATION OF:

Funds:

Foreign currency (use approp. subj.)
Reports to Congress BUD 5
Statement, periodic BUD 5
Manpower. SOC 5
Agency personnel. ADM 1
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VACANCIES (position):

Recruitment to fill PER 9
Staffing. PER 19

VACATION SCHEDULES. PER 1

VACCINES:

Manufacture IND 5
Medical use:
Agency health program PER 11
Prevention & control
of disease HLS 2
Procurement PRC

VECTOR-BORNE DISEASES HLS 2

VEHICLES (see MOTOR VEHICLES)

VENDORS (Agency procurement). PRC 3

VESSELS (see SHIPS)

VETERANS:

Agency personnel:
Employment. PER 9
Retention PER 9

VETERINARY MEDICINE & SERVICE AGR 10

VILLAGE:

Planning. SOC 4
Water supply. HLS 7

VIOLATIONS:

Security. PER 17

VISAS:

Official Agency travelers TRV 5
Participants. TRG 9

VISITORS. TRV 7

VISUAL MATERIALS. INV 1

VITAL:

Records program ADM 10
Statistics. HLS 8
Economic Analysis of ECF 3

VOCATIONAL:

Education & training. EDU 12
Labor union programs. SOC 5
Rehabilitation. SOC 6

VOLUNTARY AGENCIES:

Non-Agency programs PRM 7
Social service. SOC 6
Participation in Food for Peace
program (PL 480). FPC 2, 6
End use observations. FIS 3
Internal audit & management
inspection. FIS 3

VOLUNTEERS:

Peace Corps PEC
Business. LP 3

Other (use approp. subj.)

VOODOOISM SOC 3

VOTING:

Agency employees:
Agency assistance
& services. PER 8

* **Election and Political
Processes. DEM 1**
Leave PER 1

VOUCHERS (preparation &
procedures) FIS 2

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WAGE(S):

Labor SOC 5
Scales (Agency employees) PER 3

WAIVERS:

Commodity:
Marketing requirements. PRC 6
Procurement source. PRC 2
Shipping (50-50). PRC 7

Employees:
Medical PER 11
Travel (U.S. flagship
requirements) TRV 3
Other (use approp. subj.)

WALKOUTS & STRIKES. SOC 5

WAR:

Damages:
Claims. FIS 7, 7
Risk guaranties LGP 1
Debt. ECF 2

WAREHOUSING & STORAGE:

Agency Commodities. PRC 2
Agency space. GRS 6
Industry. IND 12
Port (cargo). TRP 4

WARFARE

Economic. ECF 4

Psychological INF 6

WASTE DISPOSAL.		HLS 7
WATCH LIST (export controls).		ECF 4
WATCHMENT (buildings)		GRS 1
WATER(S):		
Desalinization.	SCT 9	
Drainage.	AGR 9	
Irrigation.	AGR 9	
Levels.	SCT 9	
Navigation:		
Merchant:		
Inland waterways.		TRP 3
Ocean	TRP 6	
Pollution:		
As health problem		HLS 7
Power	IND 9	
Quality improvement		SCT 19
Rainfall.	SCT 9	
Reclamation	AGR 9	
Resources (general)		SCT 9
Supply, community		HLS 7
Transportation:		
Merchant:		
Inland waterway		TRP 3
Ocean	TRP 6	
WATERSHED PROTECTION.		AGR 8
WATERWAY(S):		
Inland transportation		TRP 3
WEATHER:		
Control	SCT 9	
Forecasting:		
As navigational aid:		
Aerial.	TRP 1	
Maritime.	TRP 6	
Modification.	SCT 9	
WEED CONTROL.		AGR 4
WELFARE:		
Agencies (see VOLUNTARY AGENCIES)		
Community service		

organizations

SOC 6

WELFARE: (Cont.)

Courses for participants. . . .	TRG 4
Employee Services	PER 8
Food for Peace programs (PL 480).	FPC 2, 6
Services, Social.	SOC 6
WHITE PAPERS (as background studies) (use approp. subj.)	
WHITE HOUSE CLEARANCE (personnel appointments). . . .	PER 9
WHO (World Health Organization) (or use approp. subj.).	PRM 7
WILD-LIFE MANAGEMENT.	SEC 19
WIND EROSION.	SCT 19
WITCHCRAFT.	SOC 3
WITHHOLDING TAX: Employee salary deductions. . .	PER 3
Payroll procedures.	FIS 12
WOMEN: Female labor.	SOC 5
Status of	SOC 3
WOMEN-IN-DEVELOPMENT.	SOC 7
WOMEN, INTER-AMERICAN COMMISSION OF .	SOC 3
WORK: Hours of: Agency employees.	PER 1
Labor	SOC 5
Measurement, Simplification: Agency programs	ADM 1
Public administration aspect.	PUB 1
Plans	ADM 1

WORKING:

Conditions:

Agency employees.		PER 9
Labor	SOC 5	
Groups (use approp. subj.)		

WORKMEN'S COMPENSATION.		SOC 5
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WORLD:

Food supply	AGR 12	
Trade	ECF 4	

WORLD HEALTH ORGANIZATION (WHO) (or use approp. subj.). .		PRM 7
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WORLD METEOROLOGICAL ORGANIZATION (WMO) (or use approp. subj.).		PRM 7
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X

X-RAY:

Equipment:

Agency procurement.		PRC (A)
Manufacture	IND 5	
As laboratory service		PER 11, HLS 4
Use in treatment of disease . .		PER 11, HLS 2

Y

YOUTH:

Groups:

Agricultural.	AGR 5	
Community service & group work.		SOC 6
Social aspect	SOC 6	

Z

ZONES:

Free trade. ECF 4

ZONING (community). SOC 4

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