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Automated Directives System Chapter 502 - RECORDS MANAGEMENT
GRS 20/USAID Combined Records Disposition Schedules
Electronic Records Disposition Schedule

This schedule provides disposal authorization for certain electronic records and USAID electronic information systems. The records covered by several items in this schedule are authorized for erasure, deletion, or retirement when USAID determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

This electronic records disposition schedule is divided into two parts:

Part I)   The electronic records schedule for item numbers 1 through 15 is obtained from the National Archives and Records Administration (NARA), General Records Schedule [GRS] 20. These records pertain to data processing in database management systems or other specific applications as well as other specific electronic records that are standard for all Government agencies. However, all staff, including contractors, must contact the Bureau for Management, Office of Administrative Services, Information and Records Division (M/AS/IRD) to determine the appropriate schedule (in item numbers 1 through 15) to match your electronic records and to get approval (before disposing of any electronic records).

Part II)   The USAID-specific schedule begins at item 16. Items 16 through 47 are USAID electronic information systems or specific electronic records maintained by Bureau/Offices as indicated in the second column under "Location." These electronic information systems or specific electronic records were established to support or to carry out the functions of USAID or the Bureau/Offices. The system owners or assigned contact persons in that Bureau/Office are responsible for the system or electronic records and must coordinate all aspects of electronic records management with M/AS/IRD.

If an information system or certain electronic records are in the process of being designed or developed, please contact M/AS/IRD so that recordkeeping capabilities (e.g., indexing and version controls) and approved electronic records disposition are programmed into the system from the beginning. Additionally, if your Bureau/Office has created and/or maintained an electronic information system that is not included in this schedule, please complete form 502-1, "Description of Electronic Records" (available on USAID Form Website) and submit it to M/AS/IRD so that a disposition can be established and approved.

If you see "unscheduled" in the last column under "Authorized Disposition," it means that you are not authorized to delete or erase the electronic records until the form [USAID 502-1] is completed and submitted to M/AS/IRD. Then, M/AS/IRD, in coordination with the system owner or office, will establish disposition instructions and submit an SF-115, Request for Records Disposition Authority, to NARA for approval. If you see "NARA Approval Pending" in the last column under "Authorized Disposition," it means that you are not authorized to delete or erase the electronic records. M/AS/IRD is waiting for the approval by NARA of USAID's requested disposition instructions.

If the disposition for electronic records is destruction, e.g. "Destroy when one year old," destroy the files in the manner appropriate to the medium, e.g. deletion, writing over, or throwing out. However, if the files contain restricted or Security classified information, simple deletion of a disk or diskette is not enough. The information must be totally eliminated by erasure or by using a program that will completely overwrite the data.

There are various major information systems in this Electronic Schedule that have been designated as permanent, whose files are to be transferred for historical preservation to the National Archives by specific dates. Permanent electronic records (or a copy thereof) must be transferred to the Archives as soon as the file has assumed its final form (i.e., with no further alterations or additions), even though it may still be consulted or otherwise used by the Agency. NARA will send back a copy of the tapes if requested. Notify M/AS/IRD to coordinate the transfer to the Archives so that various NARA requirements such as form completion are met.

If you do not know which item number below applies to your electronic records, please contact M/AS/IRD, Mary Ann Ball, Mball@usaid.gov, or (202) 712-1765. You must notify M/AS/IRD in writing if any of these USAID information systems become obsolete or are replaced by new systems.

Part I, Government-wide Electronic Information systems or Specific Electronic Records

*Office symbols are defined at the end of this table.

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
1.	All	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records	a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records. b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. Includes more than telecommunication systems, web-site, FTP, and firewall logs. (This excludes individual disk and memory cache. Save daily and archive tape or other storage media when necessary to save disk space). (1) System, Application, and User Activity and Error audit logs and files created and used for managing and monitoring telecommunications systems. These	a. Delete/destroy when they are no longer needed for administrative, legal, audit, or other operational purposes. b. Delete after information has been transferred to the master file and verified. c. Delete/destroy when they are no longer needed for administrative, legal, audit, or other operational purposes. However, Electronic records, which contain indications of misconduct, malfeasance, or criminal acts, must not be altered or destroyed without approval of M/IRM.

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			records may be needed in the event of litigation. Electronic records, which contain indications of misconduct, malfeasance, or criminal acts must not altered or destroyed without approval of M/IRM.	
2	All	2. Input/Source Records	a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in Appendix A and B, USAID/W and Missions Records Disposition Schedule.	a. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
			b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	b. Delete when data is entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.
			c. Electronic records received from another Agency and used as input/ source records by USAID, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of USAID.	c. Delete when data is entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.
			d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	d. Delete after the necessary data is incorporated into a master file.
3	All	Electronic Versions of Records Scheduled for Disposal	a. Electronic versions of records that are scheduled for disposal under one or more items in the USAID Approved Records Schedule in Appendix A and B.	a. Delete after the expiration of the retention period authorized for disposable hard copy file covered in the USAID Records Disposition Schedules or when no longer needed, whichever is later.
			b. Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by	b. See (1) through (3).

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			NARA for destruction in USAID Records Disposition Schedules. (1) When hard copy records are retained to meet recordkeeping requirements. (2) When the electronic record replaces hard copy records that support administrative housekeeping functions. (3) Hard copy printouts created for short-term administrative purposes.	(1) Delete electronic version when it is no longer needed for administrative, legal, audit, or other operational purposes. (2) Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later. (3) Destroy when they are no longer needed for administrative, legal, audit, or other operational purposes.
4	All	Data Files Consisting of Summarized Information	Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by USAID Records Disposition Schedules (Appendix A and B), that are approved by NARA after January 1, 1988. This EXCLUDES data files that are created as disclosure-free files to allow public access to the data that may not be destroyed before securing NARA approval.	Delete when they are no longer needed for administrative, legal, audit, or other operational purposes.
5	All	Records Consisting of Extracted Information	Electronic files consisting solely of records extracted from a single master file or database that is disposable under USAID Records Disposition Schedule. This excludes extracts that are produced as disclosure-free files to allow public access to the data; or produced by an extraction process, which changes the informational content of the source master file or database, which may not be destroyed before securing M/AS/IRD approval. For print and technical reformat files see items 6 and 7 of this schedule respectively. [NOTES: (1) Records consisting of extracted	Delete when they are no longer needed for administrative, legal, audit, or other operational purposes.

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			information that were unscheduled creations from the master files, or data base, or that were scheduled as permanent, but no longer exist or are no longer accessible and can not be destroyed before securing NARA approval. (2) See item 12 of this schedule for other extracted data.]	
6	All	Print File	Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.	Delete when they are no longer needed for administrative, legal, audit, or other operational purposes.
7	All	Technical Reformat File	Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when they are no longer needed for administrative, legal, audit, or other operational purposes.
8	All	Backups of Files	The Agency considers an electronic copy to be a Federal record of the master copy of an electronic record or file. As such it must be retained in case the master file or database is damaged or inadvertently erased. a. When the file is identical to records scheduled for transfer to the National Archives. b. When the file is identical to records authorized for disposal in USAID records disposition. c. USAID Computer Backup Tapes Center (including electronic mail)	 a. Delete when the identical records are captured in a subsequent backup file or when the identical records are transferred to the National Archives and successfully copied. b. Delete when the identical records are deleted, or when replaced by a subsequent backup file. c. M/IRM back up of the system daily, weekly and monthly on tapes.
9	All	Finding Aids (or Indexes)	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or USAID Records Schedules, EXCLUDING records containing abstracts or other information that can be	Delete when they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			used as an information source apart from the related records.	
10	All	Special Purpose Programs	Application software necessary solely to use or maintain a master file or database authorized for disposal in this schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.	Delete when related master file or database has been deleted.
11	All	Documentation [NOTES: (1) Documentation that relates to permanent or unscheduled master files and data bases is not authorized for destruction by M/AS/IRD (2) See item 1a of this schedule for documentation relating to system testing.]	a. Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction by the NARA-approved disposition schedule. b. Copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.	a. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. b. Destroy or delete when superseded or obsolete.
12	All	Downloaded and Copied Data [NOTE: See item 5 of this schedule for other extracted data.]	Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the Agency—when the original data is retained. a. Derived data used for ad hoc or one-time inspection, analysis, or review, if the derived data is not needed to support the results of the inspection, analysis, or review. b. Derived data that provide user access in lieu of	a. Delete when they are no longer needed for administrative, legal, audit, or other operational purposes. b. Delete when they are no longer needed for

GRS 20 Item No.	Location	Electronic Record Type	Description	Authorized Disposition
			hard copy reports that are authorized for disposal.	administrative, legal, audit, or other operational purposes.
			c. Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.	c. Delete from the receiving system or device when no longer needed for processing.
13	All	Word Processing Files	Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Delete from the word processing system when no longer needed for updating or revision.
14	All	Electronic Mail Records	Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records (See Glossary), and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	Delete from the e-mail system after copying to a paper recordkeeping system.
15	All	Electronic Spreadsheets.	Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. a. When used to produce hard copy that is a maintained in organized file. b. When maintained only in electronic form.	 a. Delete when no longer needed to update or produce hard copy. b. Delete after the expiration of the retention period authorized for the hard copy in the USAID Records Disposition Schedule, Appendix A and B. However, you must print them in hard copy because it is to prevent loss of information, and there are no technology capabilities in the system to preserve them electronically in a long term.

Part II: USAID Electronic Information Systems or Specific Electronic Records
*Office symbols are defined at the end of this table.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
16	EOP	Equal Opportunity Program System	This system maintains the minority classification of each USAID employee. This data, combined with employee data from the automated personnel system (RAMPS), is used to produce minority information required by EOP and Agency management. A series of standard reports are produced which provide: the current status of employees by sex and minority classification, by location' by occupation, or by age group; a comparative analysis of change in sex and minority patterns; and current percentage relationships of sex and minority employment.	Destroy when no longer needed. Retain no longer than 75 years after birthday of employee.
17	All or Agency-Wide System	New Management System (NMS) Five Components: a) AWACS (Financial System) b) Acquisition and Assistance (Procurement System) c)Budget d) Operations (SO/Activities Plan and others) e) NMS Security System	NMS is a comprehensive set of computer systems that are linked. NMS attempts to capture all data necessary to manage USAID's business. The system includes data necessary to manage USAID's activities; data required to initiate, award, and manage procurement actions; budget information; and all accounting data. As of February 1, 1997, the five component applications are operational in USAID/W as indicated in the third column.	Unscheduled.
18	M/FM/P	New American Payroll System	Every two weeks this system computes the pay for all of USAID/W and U.S. Nationals Overseas. The system includes a personnel system interface time and attendance, processing pay computations, production of check and bound issuance files, reports pertaining to pay benefits, and taxes (e.g., withholdings, contributions to health insurance, file insurance, civil service and Federal Retirement Saving retirement, foreign service retirements).	Destroy when 18 months old. The record copy is maintained in hard copy. (N1-286-86-3, NARA approval number)

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
19	M/B	Full Time Equivalency (FTE) System	This system provides an automated means for the Agency to report its full time equivalency work years to the Office of Management and Budget (OMB) and Office of Personnel Management (OPM). OPM monitors the FTE from agencies each month. OMB uses the FTE as part of the budget formulation process. Data on U.S. direct hire (straight time and overtime hours, number of employees paid, etc.) is fed directly into the FTE system from New American Payroll System (NAPS) each pay period via tape. Data on Foreign National direct hires is reported to M/B/SB by e-mail or cable every pay period and entered manually into the FTE system. Reports are generated monthly.	Destroy when five years old. (N1-286-86-3, NARA approval number)
20	BHR/PVC	Private Voluntary Organization (PVO) System	This system is an automated system that provides a central database from which the Agency can identify PVOs that are eligible to compete for most forms of foreign economic assistance administrated by the Agency. The system stores detailed information on PVOs, monitors PVOs' compliance with the 20 percent private test, and provides data to meet internal Agency information needs and ad hoc reports to Congress and the general public.	Destroy U.S. Registered PVO data when a registered PVO case file is closed. (NARA approval pending.)
21	M/HR	Revised Automated Manpower and Personnel System (RAMPS)	This system provides information in the specific areas of position and ceiling management, staffing patterns, employee evaluation, promotions, assignments after training, and Merit Pay. All notifications of personnel action (SF-5O's) are produced by RAMPS. A civilian personnel data file is also created for the Office of Personnel Management (OPM).	Destroy when no longer needed but in no case retain longer than 75 years after the birth date of the employee.
22	M/AS/OMS	Non-expendable Property File	This system was designed to provide an inventory of all USAID non-expendable personal property. It provides management with a tool to evaluate (1) personal property requirements and costs against mission needs, (2) equipment usage and turnover, and (3) direction toward reducing inventory costs. It supplies the missions with data, which reduce the	Destroy in accordance with disposition instructions contained in Appendix A, USAID/W Records Disposition Schedule, Item 16240.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			frequency of physical inventories, standardized reporting procedures, and periodic or ad hoc reports reflecting status of personal property worldwide.	
23	M/AS/OMS	Motor Vehicle Inventory System	This system assists in planning and control of the Agency's Motor Vehicle fleet. From data submitted by the missions, quarterly inventories are produced by country and region. An estimated depreciation schedule is also calculated.	Destroy in accordance with disposition Instructions contained in Appendix A, USAID/W Records Disposition Schedule, Item 16390.
24	PPC/CDIE	Development Information System (DIS)	This system is used to provide USAID project designers with information on development of projects and programs, pertinent documentation technical data specifying what is state-of-the-art in project-related technologies, and bibliographic material to be used in analyzing project oriented problems. The system contains summaries of all project papers, evaluation reports, and contractor Reports on development assistance projects since 1974.	Permanent. Transfer a copy of the system with pertinent documentation to NARA in 1988. Transfer updates of the system every five years thereafter.

25	PPC/CDIE	Economic & Social Database System (ESDB)	This system maintains economic and social data relevant to the Agency's design, evaluation, and monitoring activities in developing countries from which country profiles are provided. The data provides a central repository for use in statistical analysis and studies aimed at identifying opportunities for development programs, designing development projects, and evaluating the results of the projects.
			
			a. Ad Hoc Reports
			
			    (1) Electronic Format
			
			    (2) Other Formats
			
			b. Active Data Base
				
				a. See (1) and (2)
				
				    (1) Permanent. Transfer to NARA with related documentation on an annual basis.
				
				    (2) See Item 01390 of Appendix A, USAID/W Records Disposition Schedule for disposition instructions.
				
				b. Delete data when superseded by new data.

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				Destroy when database becomes inactive.
26	M/B	Loan and Grant System (LGS)	This system facilitates the storage, retrieval, and reporting of historical loan/grant data compiled by the U.S. Government and by international organizations. Tables with summarized loan/grant information are produced by the LGS for inclusion in reports required by USAID and Congressional Committees concerned with foreign aid. The reports are annexes to the Congressional Presentation (CP), "U.S. Overseas Loans and Grants and Assistance from Other International Organizations" reports and the "U.S. Overseas Loans and Grants - Obligations and Loan Authorizations" report. The latter two are informally referred to respectively as the Greenbook and the Modified Greenbook (Greenbook by Year).	Destroy when purpose has been served. The record copy is maintained in hard copy form.
27	G	AID Health Information System	This System holds data identified for all USAID health projects since 1975, including region, title, project number, beginning and end funding obligations by years, identification of implementing U.S. and/or host country agent, a variety of activity and purpose codes, evaluation information, and identification of other donor organizations. Relevant project data on training, commodities, and technical assistance personnel is included, as information is available.	Permanent. Transfer a copy of the system with related documentation to NARA in 1988. Transfer updates every five years thereafter.
28	G/PHN/POP	Population Project Databases (PPD)	These databases include information on all population assistance projects. Contains funding figures, descriptive information about the objectives of programs, program goals and special concerns, host country identification, and end of project assessment. The database is updated periodically by the Family Planning Logistics Management Project implemented by John Snow Inc. since about 1987. The database is updated on a continuous basis.	Permanent. Transfer a copy of the system with related documentation to NARA in 1988. Transfer updates every five years thereafter.
29	Global	Demographic and Health Survey Program (DHS)	Datasets for DHS surveys consist of individual women's data (standard DHS survey), household data, service availability data, male or husband data,	Permanent. For each survey, transfer the flat files of the final edited datasets to the National Archives when all datasets from a single survey are ready for

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			experimental survey data, and in-depth survey data. Datasets are arranged alphabetically by country in flat format. a. Raw data files contain the women's' data in the form in which the data were collected on the questionnaire. Each raw data file contains fully edited data with inputted dates of key events in the respondent's life reports added to the data file. b. Recode data files contain the women's data in a standardized format that is comparable across countries. Each recode data file contains all of the standard variables in fixed locations, with all country-specified variables added after the standard variables. Recode data files may also contain many constructed variables for the convenience of the analyst.	distribution, or file at the conclusion of the contract, whichever comes first. When individual raw data and recode data exist, also include it in the transfer. Also include all printed system-related documentation including all related printed reports. The contractor will transfer the records directly to NARA as indicated. Upon receipt, NARA will ask M/AS/IRD to execute transfer documents.
30	M/AS/IRD	Electronic Freedom of Information Act (FOIA) Tracking System	FOIA Tracking system is used to track the processing of a FOIA request. The data from this system is used for the Agency's Annual FOIA activity report to the Department of Justice. The system was created in 1989. a. System Data: Revise, correct, and update data as necessary. b. System input: Data (e.g., requester information, and nature of request) obtained from hard copy of FOIA requests is entered manually. c. System output: Annual report and printouts of statistics used for the compilation of the annual report. d. System documentation: Operator and user guide	a. Destroy data six years after final action by USAID or after final adjudication by the courts (General Records Schedule 14 item 13a/b from NARA). b. Destroy in accordance with approved USAID paper disposition instruction for the related records. c. Cutoff annually. Hold in office for two years. Then, retire to Washington National Records Center (WNRC). d. Destroy when the system is superseded or

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			from the vendor.	becomes obsolete.
31	M/FM/P	American Electronic Time and Attendance System (AETA)	The AETA is a database designed to assist the AETA coordinator or timekeeper from each office to maintain the time and attendance (inputting only leave or premium hours) for each individual employee's biweekly time and attendance form. At the end of each pay period, the AETA coordinator from each office transmits the time and attendance directly to the payroll system. The system was created in the 1990s in USAID. The AETA contains data on employee time and attendance.	Unscheduled.
32	M/FM	Country Financial Reporting System (CFR)	This system reports the financial status for AID/W and USAID (overseas) allotments, obligations, and disbursement activities of funds provided for the Agency's Foreign Assistance program. System reports are designed to show the financial activity pertaining to each recipient country, in summary form.	Destroy when one year old. The record copy is maintained in hard copy.
33	M/FM	Letter of Credit Support System (LOCSS)	This system provides the ability to enter and monitor activity worldwide that it related to letters of credit issued by the Agency. All letter of credit drawdown and expenditures activity, which affects management decisions, is collected via interactive panels and presented through on-line display or hardcopy reports.	Destroy when six years old.
34	M/FM	U101 System	This system process a monthly Summary of Allotment Ledger Transactions and Reconciliation with Disbursing Officer's Account, which covers U.S. dollar funds allotted to missions. It provides basic information for General Ledger appropriation and the preparation of an Agency-wide monthly report, which sets forth the accomplishments of the mission in financial terms.	Destroy when one year old. The record copy is maintained in hard copy.
35	M/AS/TT	Permanent Storage Accounting System (STARS)	This system provides data on the storage of employee's household effects. This data is gathered to allow central accounting control and prompt payment for these services.	Destroy when six years old.
36	M/AS/TT	Ocean Transportation	This system provides two reports and an updated	Destroy when one year old. The records copy is

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		Files	Ocean Transportation Balance Forward file. The reports list commodities by a predesignated code totaling the commodities by tonnage and dollars value.	maintained in hard copy form.
37	M/FM/P	Payroll Cost Accounting System	This system summarizes payroll data taken from the payroll system into accounting data used by USAID offices and USAID. The system also interfaces with the financial system.	Destroy when 1 year old. The record copy is maintained in hard copy form.
38	BHR/OFDA	Preparedness Tracking File	This system provides a record of OFDA-sponsored disaster preparedness activities. The information recorded contains project title, type of activity (e.g., grant, inter-agency agreement, technical assistance, or mission allotment), fiscal year(s) of project, total cost figure, dates of project, geographic region, location of preparedness activity, benefiting country(s), and contract number. In addition to these fields, project abstracts provide more detailed information on project objectives and goals, cost breakdown, OFDA project officers, available reports, and source of data. Data can be retrieved by any of the above-mentioned fields to generate preparedness activity reports by type of activity, geographic region, country, OFDA project officer, location of an activity and fiscal year(s).	Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.
39	BHR/OFDA	Disaster History Files	The OFDA Disaster History file includes all declared disasters since OFDA began operations in 1964 and other major disasters since 1900. The history is updated quarterly to keep files current. The files can retrieve such specialized information as: any disaster causing fatalities of more than 1,000 people; all hurricanes that occurred between October and November in the Caribbean; floods; and P.L. 480 contributions. The Summary Tables are updated at the end of each fiscal year to record USAID and other disaster assistance. The data can be used to show assistance by country, by region, and by disaster type, as well	Permanent. Transfer a copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.

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			as by fiscal year for the period 1964 to present. The data can also be displayed in graph format.	
40	BHR/OFDA	Summary Table Files	The Summary Table Files are a summary of the financial data included in the disaster case reports and as such are a concise and handy record of the financial assistance provided by the Federal Government, U.S. voluntary agencies, and the international community in all OFDA-declared disasters. When the dollar value of self-help is known, that is also included. U.S. Government assistance is broken down by IDA funds and other federal assistance. The Summary Tables are updated at the end of each fiscal year to record USAID and other disaster assistance. The data can be used to show assistance by country, by region, and by disaster type, as well as by fiscal year for the period 1964 to present. The data can also be displayed in graph format.	Permanent. Transfer a copy of the file with related Documentation to NARA in 1988. Transfer updates every five years thereafter.
41	BHR/OFDA	Commodity/ Service File	The Commodity/Service File is a record of all commodities or services the United States Government has provided for disaster relief. Entries include everything from tents and water purification units to technical assistance and private voluntary organizations. Each record includes the fiscal year, disaster type, commodity/services provided through (e.g., the local Red Cross), quantity and unit, cost location of procurement (e.g., Leghour stockpile), and comments. The data can be sorted by any of these fields to answer a number of questions on OFDA assistance. This information can also be generated and displayed in graph format for use in Congressional Qs & As, cost comparisons, and studies of trends in OFDA response.	Permanent. Transfer copy of the file with related documentation to NARA in 1988. Transfer updates every five years thereafter.
42	M/AS/CPD	Mail Accounting and Information Listing System (MAILS)	MAILS is a database containing current mailing address information used to distribute Agency mailings. The system also generates both mailing lists and exception reports. The system first became	

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			operational in 1989.	
			a. System data: Revise, correct, and update as necessary.	a. Delete old entries as they are canceled or revised. (Authority: GRS 13 item 4b).
			b. System inputs: Mailing list changes.	b. Destroy after appropriate revision of mailing list or after three months, whichever is sooner. (Authority: GRS 13, item 4a)
			c. System outputs: Mailing lists and labels. (Nonrecord.)	c. none.
			d. System documentation	d. Destroy when system is superseded or becomes obsolete
43	ES	Executive Correspondence and Tracking System (ExACT)	ExACT is a system that tracks the processing of incoming/outgoing executive correspondence, from receipt to response including word processing, spreadsheets, and scanned images. Executive correspondence is mail from or addressed to the Administrator, Deputy Administrator, Acting Administrator, Chief of Staff, and Executive Secretary. The official file copies of documents for the system are stored in the ES Central File (Lektriver and safes). ExACT allows on-line access to track, monitor, and store images in support of ES and the Agency Bureaus. The system was installed in May 1995. (ExACT software is a proprietary system developed and owned by vendor.)	NARA approval pending.
			a. System Data: ExACT contains information on all executive correspondence that is (1) generated from outside/inside of USAID; (2) addressed to any executive defined above; and requires a response or requires the input or review of more than one USAID office. Data includes system-assigned file folder/document number, date on document, date document received, address and recipient, office symbol, nature of requests, estimated response date, and final response date.	a. Destroy data when the system is replaced or becomes obsolete after producing printouts of system information to assist in file retrieval.

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			b. System input: Correspondence data are entered manually. Also, the electronic versions extracted from office automation applications and the scanning of incoming/outgoing correspondences are included. These items are then linked to indexing information required to retrieve.	b. Destroy after the hard data has been verified or when no longer needed. Destroy electronic versions when system is replaced or becomes obsolete.
			c. System output: Extracted status reports in hard copy from the system.	c. Destroy hard copy of status reports when no longer needed.
			d. System documentation: User guides from vendor. No other information available like codebook, record layout; vendor cites proprietary rights.	d. Destroy when system is superseded or becomes obsolete.
			e. Electronic Version of records created by office automation applications such as word processing, lotus 1.2.3.	e. Destroy when hard copy is produced and electronic version has been extracted by ExACT.
			f. Official Records in hard copy.	f. Permanent: Cutoff at end of fiscal year. Hold in office for two years, then retire to Washington National Records Center. Offer to NARA in five year blocks when the most recent records are 10 years old. (See item numbers 01100 or 02010 in Appendix A, USAID Records Disposition Schedule, AID/W)
			g. All other official non-record in hard copy.	g. Temporary: Cut off at end of fiscal year, retain in active office space. Destroy when one year old or sooner if no longer needed for reference. (Item numbers 02020/01040 and 02030/01320 in Appendix A, USAID Records Disposition Schedule.)
44	M/IRM/TCO	Electronic Phone Directory	The Electronic Telephone Directory is a list of data on USAID employees. Users may search for names, locations, and phone numbers.

a.   System Data. | NARA approval pending.

a.   Destroy when superseded or obsolete (USAID |

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
				Item number 16150 in USAID/W Records Schedule, Appendix A).
			b. System input: Data obtained electronically from other related personnel system.	b. Destroy when superseded or obsolete.
			c. System documentation: Operator guides developed in M/IRM.	c. Destroy when system is superseded or becomes obsolete.
45	Missions	Mission Accounting Mission and Accounting Control System (MACS)	MACS is a financial management tool supporting USAID missions worldwide that incorporates three different accounting subsystems: (1) budget allowance (allotment) accounting; (2) operating expense accounting; (3) and project accounting. MACS is a transaction-oriented, on-line, interactive system that is updated immediately as new transactions are input. A subsystem of MACS is the Mission Accounting and Control Voucher Tracking System (MACSTRAX). It is an automated voucher management system, which records, tracks, verifies, and schedules vouchers for payment by a U.S. disbursing officer. MACS and MACSTRAX were converted to Acucobol-85 (UNIX) to process in a UNIX server environment.	Unscheduled.
46	M/MPI and IG	Consolidated Audit Tracking System (CATS)	CATS catalogs and tracks audit recommendations on a worldwide basis. It monitors the progress of current activity and tracks open recommendations and actual savings achieved. It produces reports analyzing the volume, types, categories, and coverage of audits performed, some of which are needed for the Annual Reports and other submissions as required by the IG Act of 1978 as amended and OMB Circular A-50. The system began in 1996.	
			a. System data: Revise, correct, and update as necessary.	a. Delete recommendations in specific audit reports that are closed and reported to Congress when they are six years old.
			b. System inputs: Obtain information from audit	b. Destroy after the retention expiration authorized

Item No.	Location	USAID Electronic Information System	Description	Authorized Disposition
			reports.	for the paper copy.
			c. System outputs: Produce reports reflecting information regarding audit reports and recommendations including workflow tracking. The output is prepared for the Semi-Annual Report to Congress which contains an overview of USAID actions, audits and investigations, and specific problem areas.	c. Destroy three years after the final report is produced and sent to Congress and President.
			d. System documentation: Data dictionary, user manuals, system documentation, and guidance in both automated and hard copy.	d. Destroy when system is superseded or becomes obsolete.
47	M/AS/IRD	Agency Notice Intranet Database Management System	The Agency Notice Intranet Database is a system used to provide ready, user-friendly access to frequently used information or notices in a "public" format. These notices are posted daily and read by anyone with access to the USAID intranet. M/AS/IRD maintains the electronic versions and the data. The Notice Database began in 1995.	NARA approval pending.
			a. System Electronic Version and Data: Updated on a daily basis.	a. At the end of calendar year, delete notices that are two years old or more.
			b. Input records: Electronic versions of these files are downloaded from a word processing program. The files automatically link with unique database fields and remaining fields are manually completed with entered data. The manually completed fields assist the USAID reader by providing a brief description of the notice subject matter.	b. Destroy the electronic version after it is entered into the database and verified.
			c. System Documentation: Data, file and output specifications, and user guides.	c. Destroy when the system is obsolete or superseded.

Office symbol key:

BHR/OFDA	Bureau for Humanitarian Response, Office of Foreign Disaster Assistance
BHR/PVC	Bureau for Humanitarian Response, Office of Private and Voluntary Cooperation
EOP	Office of Equal Opportunity Programs
ES	Office of the Executive Secretariat
G	Bureau for Global Programs
G/PHN/POP	Bureau for Global Programs, Center for Population, Health, and Nutrition, Office of Population
IG	Office of the Inspector General
M/AS/CPD	Bureau for Management, Office of Administrative Services, Consolidation Property and Services Division
M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Division
M/AS/OMS	Bureau for Management, Office of Administrative Services, Overseas Management Support Division
M/AS/TT	Bureau for Management, Office of Administrative Services, Travel and Transportation Division
M/B	Bureau for Management, Office of Budget
M/B/SB	Bureau for Management, Office of Budget, Support Budget Division
M/FM	Bureau for Management, Office of Financial Management
M/FM/P	Bureau for Management, Office of Financial Management, Payroll Division
M/HR	Bureau for Management, Office of Human Resources
M/IRM	Bureau for Management, Office of Information Resources Management
M/IRM/TCO	Bureau for Management, Office of Information Resources Management, Telecommunications/Computer Operations Division
M/MPI	Bureau for Management, Office of Management Planning and Innovation
PPC/CDIE	Bureau for Policy and Program Coordination, Center for Development Information and Evaluation