



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 08-14

SUBJECT: Issuance of Revised ADS 540, Development Experience Information

NEW MATERIAL: This chapter governs the operations of the Development Experience Clearinghouse (DEC), USAID's resource for submitting information to be included as the Agency's institutional memory as well as searching the Agency's development experience documentation for research and policy planning. (<http://dec.usaid.gov>)

EFFECTIVE DATE: 08/26/2008

ATTACHMENT: 1. [ADS Chapter 540](#)

POLICY

USAID/General Notice
M/CIO/KM
10/01/2008

Subject: Issuance of Revised ADS 540, Development Experience Information

This notice announces a recently revised ADS chapter in the 500 Management Series, ADS 540, USAID Development Experience Information. This chapter governs the operations of the Development Experience Clearinghouse (DEC), USAID's resource for submitting information to be included as the Agency's institutional memory as well as searching the Agency's development experience documentation for research and policy planning. (<http://dec.usaid.gov>)

The chapter was revised to address the following recent changes:

- Role of the M/CIO/KM Division in the management of the Agency's development information
- Updated mail address and e-mail addresses for the submission of materials to the Development Experience Clearinghouse (DEC)
- Standards and essential bibliographic elements for materials submitted to the DEC
- Guidelines for submitting policy-sensitive, procurement-sensitive, or proprietary

documentation

-- Guidelines for closing and retiring development experience collections

The revised ADS 540 chapter is attached.

Point of Contact: Any questions regarding this notice may be directed to Celida Malone, M/CIO/KM, (202) 712-0779.

Notice 1001

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