



**USAID**  
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**USAID Washington Disposition Schedule**  
**Chapter 3: Freedom of Information and Privacy Act Records**  
**A Mandatory Reference for ADS Chapter 502**

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**USAID WASHINGTON DISPOSITION SCHEDULE**

**CHAPTER 3 FREEDOM OF INFORMATION AND PRIVACY ACT RECORDS** – These records are **cutoff annually, by fiscal year**, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
03010	<p><b><u>Public Inquiries Files</u></b></p> <p><b><u>Mandatory Classification Review (MCR) Files</u></b> - Reports and correspondence regarding inquiries from the public for information in the files which was classified. This review is made under FOIA and the current Executive Order on National Security Information.</p>	<p><b>Temporary.</b> Cut off when action is completed. Hold in office for 2 yrs., then retire to WNRC. Destroy 30 yrs. after completion of the action.</p>
03020	<p><b><u>Freedom of Information Act (FOIA) Requests Files</u></b> - Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of a requested record or a copy thereof.</p> <p>a. <b><u>Correspondence and supporting documents</u></b> (<u>EXCLUDING</u> the official file copy of the records requested, if filed therein)</p> <p>1) <b><u>Granting access</u></b> to all the requested records.</p> <p>2) <b><u>Responding to requests</u></b> for nonexistent records, to requestors who provide inadequate descriptions, and those who fail to pay Agency reproduction fees.</p>	<p><b>Temporary.</b> Destroy 2 yrs. after date of reply. (GRS 14, Item 11.a. (1))</p>
03030	<p>a. <b><u>Request not appealed.</u></b></p>	<p><b>Temporary.</b> Destroy 2 yrs. after date of reply. (GRS 14, Item 11.a. (2)(a))</p>
03040	<p>b. <b><u>Request appealed.</u></b></p>	<p><b>Temporary.</b> Destroy 6 yrs. after final determination by Agency, 6 yrs. after the time at which a requester could file suit, or 3 yrs. after final adjudication by courts, whichever is later (GRS 14, Item 12.a.). (See also GRS 14, Item 11.a.(2)(b))</p>
03050	<p>3) <b><u>Denying access</u></b> to all or part of the records requested.</p> <p>a) <b><u>Request not appealed.</u></b></p>	<p><b>Temporary.</b> Destroy 6 yrs. after date of reply. (GRS 14, Item 11.a.(3)(a))</p>

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03060	b) <u>Request appealed.</u>	<b>Temporary.</b> Destroy 6 yrs. after final determination by Agency, 6 yrs. after the time at which a requester could file suit, or 3 yrs. after final adjudication by courts, whichever is later. (GRS 14, Item 11.a.(2)(b))
03070	b. <u>Official file copy</u> of requested records.	<b>Temporary.</b> Dispose of in accordance with agency disposition for the record or with the related FOIA request, whichever is later. (GRS 14, Item 11.b.)
03080	<p><b>FOIA Appeals Files</b> - Files created in responding to administrative appeals under the FOIA, for release of information denied by the Agency, consisting of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or a copy thereof.</p> <p>a. <u>Correspondence and supporting documents</u> (EXCLUDING the file copy of the records under appeal if filed therein)</p>	<b>Temporary.</b> Destroy 6 yrs. after final determination by Agency, 6 yrs. after the time at which a requester could file suit, or 3 yrs. after final adjudication by courts, whichever is later. (GRS 14, Item 14,12. a.)
03090	b. <u>Official file copy of records under appeal.</u>	<b>Temporary.</b> Dispose of in accordance with approved disposition instructions for the related record, or the related FOIA request, whichever is later. (GRS 14, Item 12.b)
	<p><b>FOIA Control Files</b> - Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.</p>	

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03100	a. <u><b>Registers or listing.</b></u>	<b>Temporary.</b> Destroy 6 yrs. after date of last entry. (GRS 14, Item 13.a)
03110	b. <u><b>Other files.</b></u>	<b>Temporary.</b> Destroy 6 yrs. after final action by the Agency or after final adjudication by courts, whichever is later. (GRS 14, Item 13.b)
03120	<u><b>FOIA Reports Files</b></u> - Recurring reports and one-time information requirements relating to the Agency implementation of the FOIA, including annual reports to the Congress. These records should be <u><b>cutoff annually, by fiscal year</b></u> a. <u><b>Annual reports originating in M/AS/IRD.</b></u>	<b>Permanent.</b> Hold in office 2 yrs., then retire to WNRC. Offer to NARA when 15 yrs. old.
03130	b. <u><b>Other reports.</b></u>	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 14, Item 14)
03140	<u><b>FOIA Administrative Files</b></u> - Records relating to the general Agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 14, Item 15)
03150	<u><b>News and Media Relations Files</b></u> <u><b>Audio Visual Files</b></u> – These records should be <u><b>cutoff annually, by fiscal year.</b></u> a. <u><b>Original video tapes.</b></u> 1) <u><b>Important subjects that reflect the Agency’s mission</b></u> ; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.	<b>Permanent.</b> Offer the original or earliest generation of recording and one dubbing (reference copy) to NARA in five-yr. blocks when the oldest tape is 10 yrs. old.
03160	2) <u><b>Routine subjects that do not reflect the Agency’s mission</b></u> , such as management training films, or those used for training in narrow areas of technology, such as "how to" build a bridge, irrigate a field, build a shed or house, maintain cattle, pasteurize milk, etc.	<b>Temporary.</b> Destroy when no longer needed. (GRS 21, Item 17)
03170	3) <u><b>Automated index</b></u>	<b>Permanent.</b> Retire index on

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03180	<p>b. <b>Motion Pictures.</b></p> <p>1) <b>Important subjects reflecting the Agency's mission</b>; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S. foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.</p>	<p>magnetic tape in ASCII or EBCDIC format, including all necessary documentation, to NARA with pertinent videotapes.</p>
03200	<p>a) <b>Agency Sponsored Films</b>: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording.</p>	<p><b>Permanent.</b> Offer to NARA in 5 yr. blocks when the oldest film is 10 yrs. old.</p>
03210	<p>b) <b>Agency acquired films</b>: two projection prints or one projection print and a video recording.</p>	<p><b>Permanent.</b> Offer to NARA in 5 yr. blocks when the oldest film is 10 yrs. old.</p>
03230	<p>c) <b>Unedited footage</b>: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.</p>	<p><b>Permanent.</b> Offer to NARA in 5 yr. blocks when the oldest film is 10 yrs. old.</p>
	<p><b><u>Routine subjects that do not reflect the Agency's mission.</u></b></p>	<p><b>Temporary.</b> Destroy when ten yrs old or when no longer needed, whichever is sooner. (N1-286-90-1)</p>
03240	<p>c. <b>Still Photography</b></p> <p>1) <b>Important subjects reflecting the Agency's mission</b>; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.</p>	
03250	<p>a) <b>Black &amp; white negatives and captioned prints.</b></p>	<p><b>Permanent.</b> Offer original to NARA in 5 yr. blocks when the most recent record is 20 yrs. old.</p>
03260	<p>b) <b>Black &amp; white contact prints.</b></p>	<p><b>Permanent.</b> Offer to NARA with related negatives in 5 yr. blocks when most recent records are 20 yrs. old.</p>

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03270	c) <u>Official portraits of senior Agency officials.</u>	<b>Permanent.</b> Offer to NARA negatives and captioned prints in 5 yr. blocks when the most recent records are 20 yrs. old.
03280	2) <u>Routine subjects that do not reflect the Agency's mission.</u>	<b>Temporary.</b> Destroy when 1 yr. old. (GRS 21, Item 1)
03290	d. <u>Color Slides (35 mm)</u>	<b>Permanent.</b> Offer original and duplicate to NARA in 5 yr. blocks when most recent records are 20 yrs. old.
03290	1) <u>Important subjects</u> reflecting the Agency's mission; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S foreign relations with a specific country or region; having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.	<b>Temporary.</b> Destroy when 1 yr. old. (GRS 21, Item 1)
03300	2) <u>Routine subjects</u> which do not reflect the Agency's mission.	<b>Permanent.</b> Offer original and duplicate to NARA in 5 yr. blocks when most recent records are 20 yrs. old.
03310	e. <u>Film Strips</u>	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 21, Item 3)
03310	1) <u>Important subjects</u> reflecting the Agency's mission; for example, relating to its overall program in a country or region; relating to controversial topics or having historical interest, such as birth control, counter-insurgency training, police training, etc.; relating to the history of U.S foreign relations with a specific country or region, having anthropological or ethnographic value by documenting the impact of the Agency program on foreign societies.	<b>Temporary.</b> Dispose of according to the instructions covering the related audiovisual records. (GRS 21, Item 29)
03320	2) <u>Routine subjects</u> which do not reflect the Agency's mission.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 21, Item 3)
03320	f. <u>Finding aids, including indexes, catalogs, shelf lists, caption sheets</u>	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 21, Item 3)
03330	<u>Biographical File on Senior USAID Officials</u> - Background information on top USAID officials or other key personnel for public dissemination.	<b>Temporary.</b> Destroy when official leaves the Agency or when no longer needed, whichever is sooner.
03340	<u>Public Relations Files</u> – Disposition applies to both types of records in a. and b. below. a. <u>Speeches, addresses, and comments.</u> Remarks made at formal ceremonies and during interviews by Heads of	<b>Permanent.</b> Cut off annually.

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03350	<p>Agencies or their Senior Assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State or local governments, or private groups, such as college and university students, business associations, and cultural news media commentators.</p> <p>b. <b>News releases.</b> One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new Agency program, termination of old programs, major shifts in policy, and changes in Senior Agency personnel.</p>	<p>Hold in office 5 yrs., then retire to WNRC. Transfer to NARA in 5 yr. blocks when 20 yrs. old. (i.e., in 1997 retire 1973-77 records)</p>
GRS 14, Item 37	<p><b>Electronic Mail (E-mail) and Word Processing (WP) System Copies</b> - Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP systems that are maintained for updating, revision, or dissemination.</p> <ul style="list-style-type: none"> <li>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</li> <li>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</li> </ul>	<p><b>Temporary.</b> Destroy or delete with 180 days after the recordkeeping copy has been produced.</p> <p><b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed.</p>