



USAID
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USAID Mission Disposition Schedule Chapter 30: Economic Development Services Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE
CHAPTER 30 ECONOMIC DEVELOPMENT SERVICES RECORDS**

These records relate to regional areas' involvement in the form of assistance and coordination in economic development in smaller countries where USAID has only small staffs to administer the foreign assistance programs. Records disposition instructions for project records for which Regional Economic Services Offices (REDSO) have direct project management responsibility are found in Chapter 26, Project Assistance Records, item numbers 26010 and 26020.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
30010	<p><u>Regional Technical Assistance Project Files</u> – <u>Copies</u> of basic project documents and related correspondence pertaining to projects for which <u>assistance and project coordination only</u> was provided.</p>	<p>Temporary. Cut off when project is completed. Destroy 1 yr. after project is completed.</p>
GRS 23, Item 10	<p><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u> - 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"> 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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. 	<p>Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>