

7. Records Management Program, ADS, Chapter 502

8. CLASSIFIED

9. MEDIUM

<p>A ITEM NO.</p>	<p>B TITLE OR DESCRIPTION</p>	<p>C DISPOSAL INSTRUCTIONS</p>	<p>YES OR NO</p>	<p>P - PAPER A - AUDIOVISUAL M - MICROFORM E - ELECTRONIC O - OTHER</p>

INSTRUCTIONS FOR COMPLETION OF FORM AID 520-2 AND FORM AID 520-2A

AID 520-2 and AID 520-2A (as appropriate) are to be prepared on a fiscal year basis by all Files Custodians. The Records Liaison Officer (RLO) or Correspondence and Records (C&R) Supervisor are to review and forward all plans to the Records Manager no later than October 31 each year. (See ADS 502, USAID Records Management Programs. Completed and signed plans are sent to the M/AS/IRD Records Inquiry Mailbox: recordsinquiry@usaid.gov).

Instructions for the completion of items 1 through 6 and 10, 11 and 12 are self-explanatory. Specific instructions for items 7 through 9 are as follows:

7. ADS Records Management Program Information:

Col. A. Enter the applicable disposal item number from ADS (See ADS References, Records Disposition). If none is found, enter the words "None" and complete SF 115, Request for Records Disposition Authority.

Col. B. Enter the disposal item title. If no item is found, enter the title used by the record holders and the words "None authorized."

Col. C. Enter the disposal instructions. If no item is found, enter the words "None authorized."

8. Classified Material (Yes or No): Classified must not be mixed with Unclassified.

9. Medium: Enter the appropriate letter code as indicated for the medium on which the records are maintained. Audiovisual includes still photos, video, etc. Electronic media includes data stored in computer memory, on diskettes or mag tape.

10. The Supervisor's (of the office completing the form) name is printed and signed in this block.

11. The Records Liaison Officer (RLO) or Correspondence and Records (C&R) Supervisor's name is printed and signed in this block.

12. The USAID Records Officer or the M/AS/IRD Records Analyst will sign in this block.