



USAID
FROM THE AMERICAN PEOPLE

Form 502-4 Detailed Instructions

A Mandatory Reference for ADS Chapter 502

Full Revision Date: 12/12/2019
Responsible Office: M/MS/IRD
File Name: 502maf_121219

Document Change History

The table below identifies all changes that M/MS/IRD has incorporated into the Annual Records and Personally Identifiable Information (PII) Inventory. Change history begins after final submission of the Document to the M/MS/IRD Program Manager. Any changes incurred after that time require the editor to add a new version number into this table.

| Change # | Date | Version # | Change Description |
|----------|------------|-----------|----------------------------------------------------|
| 1 | 02/27/2019 | V1 | Instructions for Form 502-4 Incorporated |
| 2 | 04/02/2019 | V2 | Modifying and creating instructions for Form 502-4 |
| 3 | 06/03/2019 | V3 | Modifying instructions for Form 502-4 |
| 4 | 08/25/2019 | V4 | Modifying instructions for Form 502-4 |
| 5 | 12/09/2019 | V5 | Modifying instructions for Form 502-4 |
| | | | |

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1. Purpose

The purpose of this form is to electronically collect information about what types of records are collected in the Agency, what disposition schedules are followed for those records, what PII is collected in those records, what authorization is cited for the collection of any PII, and where that data is located. This form has been designed to make maximum use of drop-down menus and self-completing fields to minimize the labor burden of this collection activity. These instructions will guide you through the process of using this form.

2. Annual Records and PII Inventory Completion Procedures

The Agency's Annual Records and PII Inventory utilizes drop-down menus to make completion as easy as possible, and to minimize time spent performing the Inventory. This Form is now located in USAID Service Central to make it more convenient and efficient. Using Service Central increases efficiency by eliminating the need for digitally signing the entry, as the Service now Engine on which it runs, automatically records the initiator's information from their sign-in to the network, and is able to provide an easy and convenient workflow for reviewing and reporting submissions.

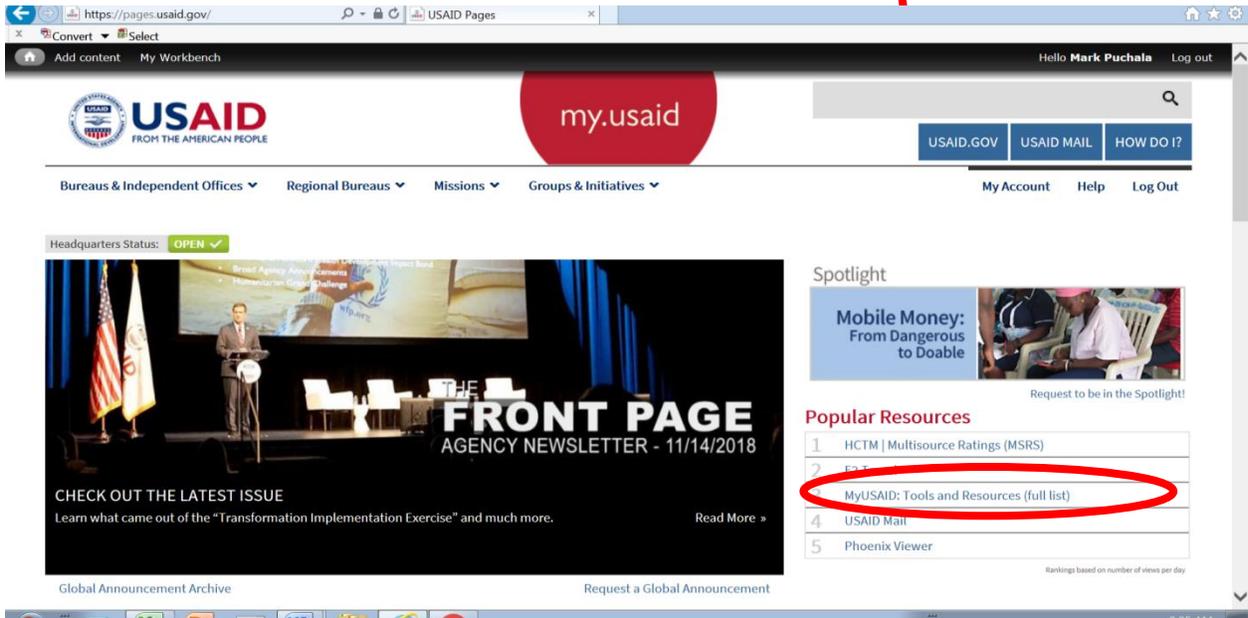
Using this system will enable the user to:

- 1) Create a submission with multiple entries without having to repeatedly fill in Header data,
- 2) Easily input data elements using onscreen directions and drop-down menus to select data,
- 3) Input Privacy information about all PII-collecting IT systems possessed or controlled by or on behalf of the reporting Mission, Bureau, or Independent Office (M/B/IO),
- 4) Be able to check, update, correct or delete records throughout the reporting period, and
- 5) Quickly receive record concerns from reviewers in the workflow.

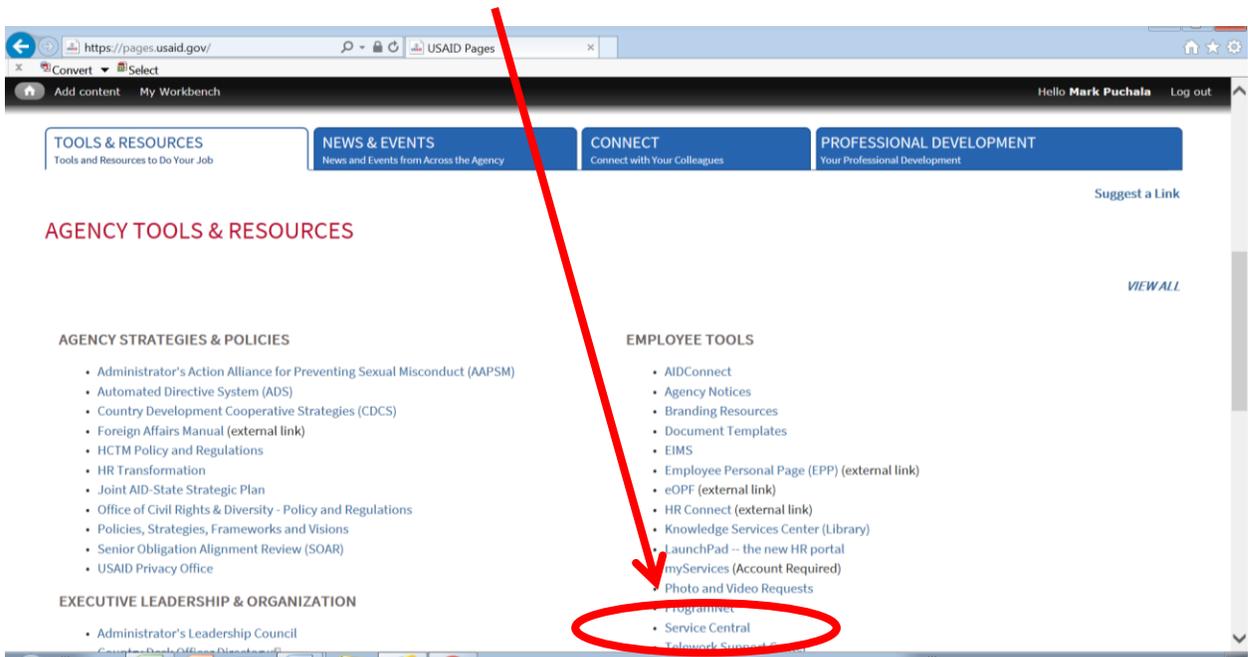
2.1 Locating USAID Form 502-4 in Service Central

The Agency's Annual Records and PII Inventory is conducted through a module in Service Central. This module is the new USAID Form 502-4. To navigate to this site:

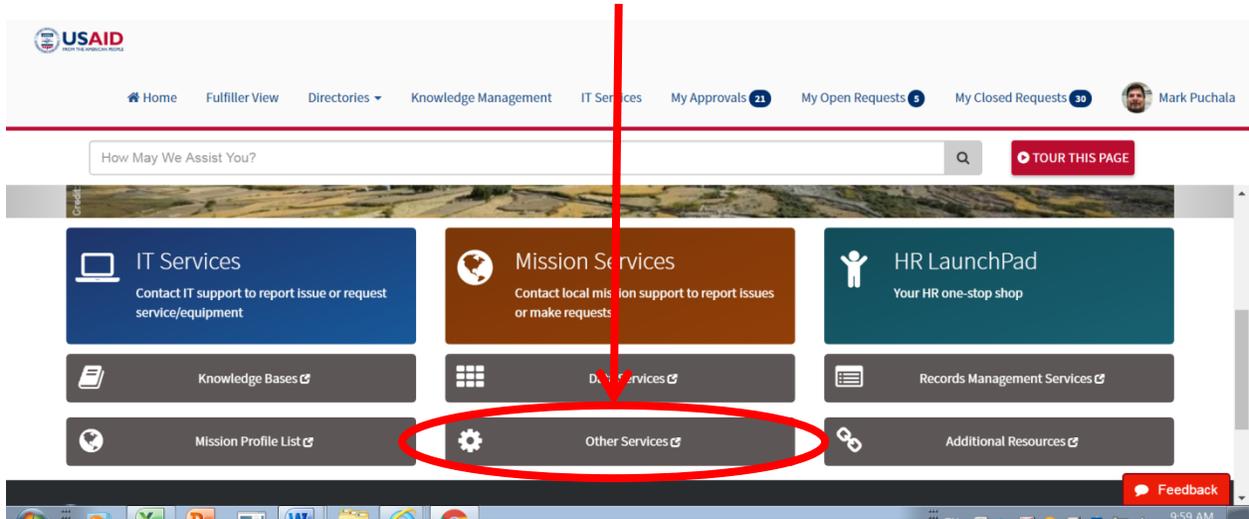
1. First open a browser with my.usaid.gov. (<https://pages.usaid.gov/>) Once on that page, select the MyUSAID **Tools and Resources (full list)** choice.



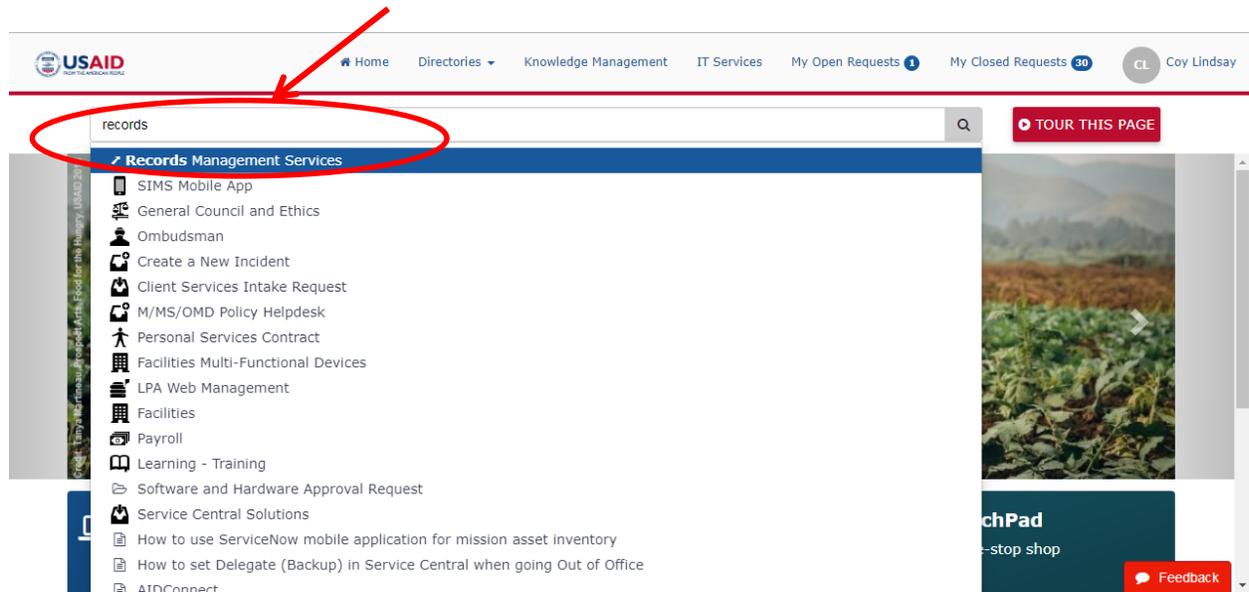
2. Once on the Agency Tools and Resources page, select **Service Central** from the Service Central Page, under the HR LaunchPad box.



3. Select the **Other Services** page. The Other Services page is where all Inventory activities will be accomplished, or



4. Enter **Records Management Services** in the search engine.



2.2 The Records Management Services Page

The Records Management Services page in Service Central is the primary page from which all Annual Records and PII Inventory actions can be initiated. These actions include;

1. Creating a new submission, (Create New AID Form 502-4)
2. Editing an existing submission that you previously created, (My AID Form 502-4 Records)
3. Viewing submissions. (List of AID Form 502-4 Records)

Note: The initiator will only have access to the first two options. M/MS/IRD has access to all three options.

USAID
Home Directories Knowledge Management IT Services My Open Requests 1 My Closed Requests 30 CL Coy Lindsay

How May We Assist You? TOUR THIS PAGE

Records Management Services

Select a catalog item below to submit a request

- Create A New Submission**
Create a new submission for 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details
- My AID Form 502-4 Records**
List of my 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details
- List of AID Form 502-4 Records**
List of 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details

Feedback

2.3 Creating a New AID Form 502-4

In the Records Management Services page described in Section 2.2, the **first box** is selected to create a new AID form 502-4. Clicking on this box will take you to the first section of the AID Form 502-4. (Illustrated in Section: 2.4)

The screenshot shows the USAID Records Management Services page. The navigation bar includes links for Home, Directories, Knowledge Management, IT Services, My Open Requests (1), My Closed Requests (30), and a user profile for Coy Lindsay. Below the navigation bar is a search bar with the text "How May We Assist You?" and a "TOUR THIS PAGE" button. The main content area is titled "Records Management Services" and includes the instruction "Select a catalog item below to submit a request". Three catalog items are displayed: "Create A New Submission" (highlighted with a red circle and a red arrow), "My AID Form 502-4 Records", and "List of AID Form 502-4 Records". Each item has a "View Details" link. A "Feedback" button is located at the bottom right of the page.

The Creation of a form will be a two-step process in which you will;

1. Create the Header which will identify the initiator and the office/division of which the submission corresponds. (Explained in Section: 2.4)
2. Add individual entries to that form for each active record type owned by the submitting office/division. (Explained in Section: 2.5)

2.4 Entering Data on the First Section (Header) of a New AID 502-4

This page is used to identify the Organizational unit conducting the reporting. It requires the following 9 or 10 Pieces of data for the submission:

1. **For Records Maintained from** – This is the start date of the annual reporting period for the submission being reported. Simply click on the gray Calendar at the right of the data box, and select the correct date.
2. **Through** - This is the ending date of the period described above.
3. **Date Prepared** – This field is auto populated based on the date you are inputting the data.
4. **Submitted By** - This should also be auto-populated, but you will be able to change this information if it is inaccurate.
5. **Organization ID** – This is the Organization ID of the M/B/IO who **owns** the record content being submitted and will usually auto-populate with the initiator’s M/B/IO. If that M/B/IO is incorrect for the submission, make the appropriate selection. However, if the Organization ID you require is unavailable in the drop-down menu, please refer to #7.
6. **Organization Unit Name** - This is the Organizational Unit Name of the M/B/IO who **owns** the record content being submitted. This should auto-populate based upon the information from the Organization ID.
7. **Organization ID Not Available** - This is selected when the Organization ID is unavailable in the drop-down menu. You must manually enter the appropriate information that will subsequently be added to the drop-down menu for future submissions.
8. **Records Liaison (RL)** – This is the Records Liaison responsible for reviewing the submission being reported. The name can be entered or you can use the drop-down menu.
9. **Office/Division Supervisor** – This is the Supervisor of the Office/Division that **owns** the record content being reported. The name can be entered or you can use the drop-down menu.
10. **Washington / Mission** - This is used to help the M/MS/IRD staff organize the submissions and ensure the correct approved disposition schedules are provided in subsequent section drop-down menus.

AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory

For Records Maintained from [Date] through [Date]

Date Prepared: 08/22/2019

Submitted By: Coy Lindsay

Organization ID: M/MS/IRD

Organization Unit Name: INFORMATION AND RECORDS DIVI

Records Liaison Officer (RLO): [Dropdown]

Office/Division Supervisor: [Dropdown]

Organization ID Not Available: Washington/Mission: Washington Mission

File Plan: [Dropdown]

Save

| Title Or Description | Item number | Description Of Records | Disposition Authority | Medium | Location | Category | Update Frequency | Update Frequency of Essential Records |
|----------------------|-------------|------------------------|-----------------------|--------|----------|----------|------------------|---------------------------------------|
| | | | | | | | | |

Feedback

Once this Header page is completed, you will need to Click on the **Save Button** to continue to the next section.

USAID Home Directories Knowledge Management IT Services My Open Requests My Closed Requests CL Coy Lindsay

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory

For Records Maintained from 10/01/2018 through 09/30/2019

Date Prepared 08/22/2019

Submitted By Coy Lindsay

Organization ID M/MS/IRD

Organization Unit Name INFORMATION AND RECORDS DIVI

Records Liaison Officer (RLO) Taniesha Tolbert

Office/Division Supervisor Paulette Murray

Organization ID Not Available

Washington/Mission Washington Mission

Save

File Plan

Toggle Filters

| Title Or Description | Item number | Description Of Records | Disposition Authority | Medium | Location | Category | Update Frequency | Update Frequency of Essential Records | Feedback |
|----------------------|-------------|------------------------|-----------------------|--------|----------|----------|------------------|---------------------------------------|----------|
|----------------------|-------------|------------------------|-----------------------|--------|----------|----------|------------------|---------------------------------------|----------|

2.5 Adding Individual Entries to an AID 502-4

Once you have completed the first (Header) section of the Form 502-4, as shown above, you will have to click on the **NEW** button for each type of active record to be submitted for the Organizational Unit listed in the first section.

The screenshot displays the USAID AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory interface. The page is titled "U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT" and "AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory". The form is for records maintained from 10/01/2018 through 09/30/2019. The header section includes fields for Date Prepared (2019-09-22), Submitted By (Coy Lindsay), Organization ID (M/MS/GRD), and Organization Unit Name (INFORMATION AND RECORDS DIV). Below the header is a "File Plan" section with a "Toggle Filters" button and a list of checkboxes to hide/show table columns. A red arrow points to a "New" button in the table header.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
For Records Maintained from 10/01/2018 through 09/30/2019

Date Prepared: 2019-09-22
Submitted By: Coy Lindsay
Organization ID: M/MS/GRD
Organization Unit Name: INFORMATION AND RECORDS DIV

Records Liaison Officer (RLO): Tanesha Tolbert
Office/Division Supervisor: Paulette Murray

Manual Organization ID Entry: Please Type Organization ...
Organization ID Not Available: Washington Mission

File Plan
Toggle Filters
Use the checkboxes to hide/show the table columns

Title Or Description
 Medium
 Update Frequency of Essential
 SOAN

Item number
 Location
 Has PII

Description Of Records
 Category
 PII Type

Disposition Authority
 Update Frequency
 Number Of PII Records

New Title Or Description Item number Description Of Records Disposition Authority Medium Location Category Update Frequency Update Frequency of Essential Records

This will open a new page in which you can input the data for each type of active record and indicate any privacy data that may exist in each record. This will be covered in detail in Section 2.8.

2.6 Toggle Filter

The **Toggle Filter** is intended to allow the user the option to maximize or minimize what appears on the screen. To illustrate, there are 9 filters (e.g., 'Title or Description', 'Item Number', 'Description of Records', etc.) selected, therefore, only 9 filters appear on the screen at any one time.

File Plan

Toggle Filters

Use the checkboxes to hide/show the table columns

- | | | | |
|-------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Title Or Description | <input checked="" type="checkbox"/> Item number | <input checked="" type="checkbox"/> Description Of Records | <input checked="" type="checkbox"/> Disposition Authority |
| <input checked="" type="checkbox"/> Medium | <input checked="" type="checkbox"/> Location | <input checked="" type="checkbox"/> Category | <input checked="" type="checkbox"/> Update Frequency |
| <input checked="" type="checkbox"/> Update Frequency of Essential | <input type="checkbox"/> Has PII | <input type="checkbox"/> PII Type | <input type="checkbox"/> Number Of PII Records |
| <input type="checkbox"/> SORN | | | |

| <input checked="" type="checkbox"/> Title Or Description | Item number | Description Of Records | Disposition Authority | Medium | Location | Category | Update Frequency | Update Frequency of Essential Records |
|----------------------------------------------------------|-------------|------------------------|-----------------------|--------|----------|----------|------------------|---------------------------------------|
|----------------------------------------------------------|-------------|------------------------|-----------------------|--------|----------|----------|------------------|---------------------------------------|

2.7 Entering Data for Each Record Type on an AID 502-4

This page requests the following data for the Record being submitted:

1. **Title or Description** – This is the Title or Description of the type of record being entered.
2. **Item Number** - This is the Disposition Schedule Item number as found in the ADS 502mac, [USAID / Washington and Missions Disposition Schedules](#). This item uses a drop-down menu to ease completion or you can manually enter the item number.
3. **Description of Records** – This is a written description of the record that corresponds to the item number listed above in #2. This field automatically populates when the item number is provided.
4. **Has PII?** – This is a Checkbox to indicate whether PII is contained in the listed records. If you select this box, the page will adjust to add new questions related to the PII in the records.
5. **Disposition Authority (the screen will correctly say Authorized Disposition)** – These are instructions on what to do with the record when no longer needed for Agency business. This field automatically populates when the item number is provided.
6. **Medium** – This is the medium used to store the records. More than one choice can be selected.
7. **Category** – This is a drop-down menu used to indicate whether the records are Essential Records or not, and to indicate what type if they are Essential Records.
8. **Location** – In this field, add the location(s) of the records. Also, add the location of Essential Records where applicable.
9. **Update Frequency** – A drop-down menu to indicate how frequently the records are updated.
10. **Update Frequency of Essential Records** – A drop-down menu to indicate how frequently the essential records are updated.
11. **SORN** - Whenever a Federal agency maintains information about an individual in a system of records and retrieves the information by the name of the individual or by any personal identifier, the Privacy Act requires that the agency publish a System of Records Notice (SORN) in the Federal Register. This drop-down menu lists the currently published SORNs used in USAID. If you do not have a SORN for an applicable system of records, contact privacy@usaid.gov to assist you in understanding or creating or updating a SORN to cover your system.

The screenshot shows the 'File Plan - new record' form in the USAID system. The form is divided into two main columns. The left column contains the following fields: 'Title Or Description' (text input), 'Item number' (dropdown menu), 'Description Of Records' (text input), and 'Has PII' (checkbox). The right column contains: 'Disposition Authority' (text input), 'Medium' (checkbox), 'Category' (dropdown menu), 'Location' (text input), 'Update Frequency' (dropdown menu), 'Update Frequency of Essential Records' (dropdown menu), and 'SORN' (dropdown menu). Red circles with numbers 1 through 11 are placed around the form, with arrows pointing to each of these fields. The USAID logo is in the top left, and navigation links like 'Home', 'Directories', etc., are in the top right. A 'Feedback' button is in the bottom right corner.

2.8 Entering Data for an Individual Record, with PII, on an AID 502-4

This page requires the same data shown in Section 2.7, but adds two Privacy fields when the PII Box is checked. The rest of the fields are completed as in Section 2.7.

1. **Has PII? Checkbox** – Checking this box indicates that there is PII in the records. Checking this box will cause the two fields below to appear to describe the type and volume of PII contained in the records.
2. **PII Type** – When you click in this field, you will get a list of possible items of PII. Please pick all the items that apply, one at a time.
3. **Number of PII Records** – This is an approximate number of people whose PII is contained in the record. The Privacy Office understands that this is a number that will vary over time, and which might be somewhat of a guess, but simply put the closest estimate you can get for the time you are completing the form.

The screenshot shows the USAID record entry form. The 'Has PII' checkbox is checked and circled with a red '1'. Below it, the 'PII Type' field is circled with a red '2' and the 'Number Of PII Records' field is circled with a red '3'. The form includes fields for 'Update Frequency', 'Update Frequency of Essential Records', and 'SORN'. A 'Save (Ctrl + s)' button is visible at the bottom right. A table of required information is shown at the bottom, with columns for Title Or Description, Item number, Medium, Category, Location, Update Frequency, and Update Frequency of Essential Records. A 'Feedback' button is also present.

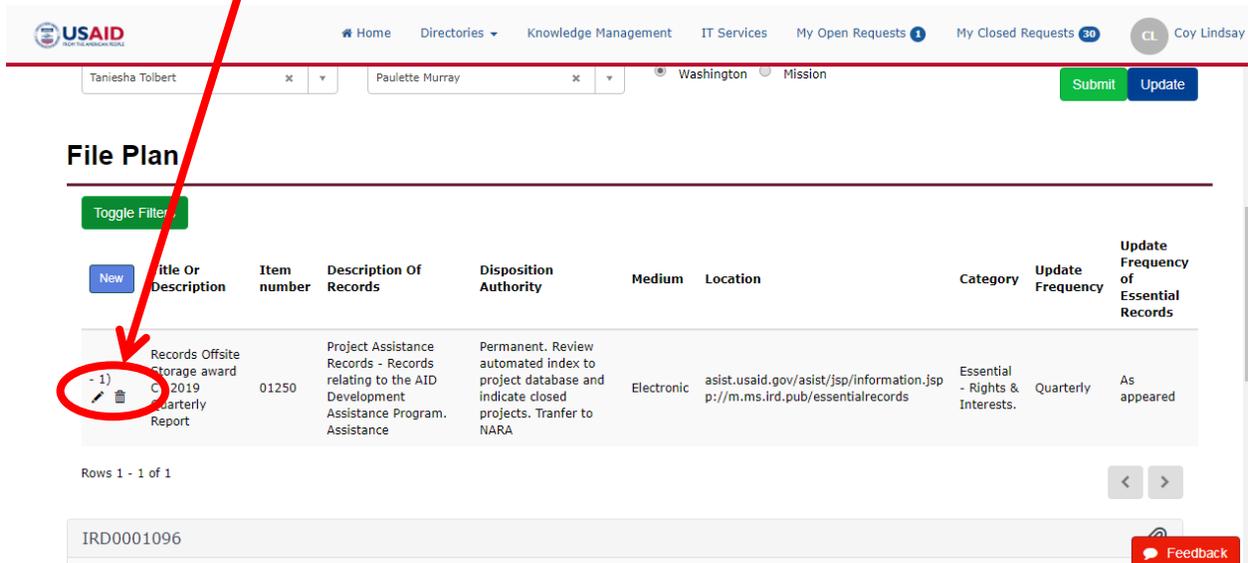
Click the **SAVE** button. You have successfully completed your first record entry.

The screenshot shows the USAID record entry form. The 'Has PII' checkbox is unchecked. The 'Save (Ctrl + s)' button is circled in red with an arrow pointing to it. The form includes fields for 'Location', 'Update Frequency', 'Update Frequency of Essential Records', and 'SORN'. A 'Feedback' button is visible at the bottom right. A table of required information is shown at the bottom, with columns for Title Or Description, Item number, Medium, Category, Location, Update Frequency, and Update Frequency of Essential Records.

2.9 Entering Additional Entries for Submission, on an AID 502-4

Proceed back to Section 2.5 to enter additional entries for your submission.

Each individual record entry will be posted on the main page. Here you have the option of **editing** or **deleting** each individual record entry.



The screenshot displays the USAID File Plan interface. At the top, there is a navigation bar with the USAID logo, user information (Coy Lindsay), and navigation links (Home, Directories, Knowledge Management, IT Services, My Open Requests, My Closed Requests). Below the navigation bar, there are search filters for 'Tanesha Tolbert' and 'Paulette Murray', and location filters for 'Washington' and 'Mission'. A 'Submit' button and an 'Update' button are visible. The main section is titled 'File Plan' and includes a 'Toggle Filter' button. A table of records is displayed with the following columns: 'New', 'Title Or Description', 'Item number', 'Description Of Records', 'Disposition Authority', 'Medium', 'Location', 'Category', 'Update Frequency', and 'Update Frequency of Essential Records'. The first row of data is circled in red, and a red arrow points to the edit and delete icons in the first column of this row. The table content is as follows:

| New | Title Or Description | Item number | Description Of Records | Disposition Authority | Medium | Location | Category | Update Frequency | Update Frequency of Essential Records |
|-------------|-------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------|---------------------------------|------------------|---------------------------------------|
| - 1) ✎ 🗑 | Records Offsite Storage award C 2019 Quarterly Report | 01250 | Project Assistance Records - Records relating to the AID Development Assistance Program. Assistance | Permanent. Review automated index to project database and indicate closed projects. Transfer to NARA | Electronic | assist.usaid.gov/assist/jsp/information.jsp/m.ms.ird.pub/essentialrecords | Essential - Rights & Interests. | Quarterly | As appeared |

Below the table, it shows 'Rows 1 - 1 of 1' and navigation arrows. At the bottom, there is a search bar containing 'IRD0001096' and a 'Feedback' button.

2.10 Submitting your form for RLO Review

After you have completed all of your record entries, you will then require the review of your RLO. Click on the **SUBMIT** button. Your RLO will be notified via email that they have a submission pending their review. A hyperlink within the email will take them directly to the pending submission.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
AID Form 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
For Records Maintained from 10/01/2018 through 09/30/2019

Date Prepared: 22/02/22
Submitted By: Coy Lindsay
Organization ID: N/No/010
Organization Unit Name: INFORMATION AND RECORDS DIVI

Manual Organization ID Entry: Please Type Organization ...
Organization ID Not Available: Washington/Reserve

Records Liaison Officer (RLO): Samantha Tolbert
Office/Division Supervisor: Isabelle Harney

Submit

File Plan

| Title or Description | Item number | Description of Records | Disposition Authority | Medium | Location | Category | Update Frequency | Update Frequency of Essential Records |
|-------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------|--------------------------------|------------------|---------------------------------------|
| Records Office Storage moved CY 2019 Quarterly Report | 01250 | Project Assistance Records - Records relating to the AID Development Assistance Program Assistance | Permanent, Review authorized, Move to project database and records closed, periodic transfer to NARA | Electronic | \\slat.usaid.gov\share\log\information\sp\... p://www.usaid.gov/external/records | Essential - Rights & Interests | Quarterly | As approved |

Item 1 - 1 of 1

IR00001096

Type your message here...

Send

CL Coy Lindsay
IR00001096 Created

2.11 Updating Your Existing Submission in AID 502-4

In the Records Management Services page described in Section 2.2, the **My Aid Form 502-4 Records** is clicked on to refer to previous entries made by you.

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Home Directories Knowledge Management IT Services My Open Requests My Closed Requests 30 CL Coy Lindsay

How May We Assist You? Q TOUR THIS PAGE

Records Management Services

Select a catalog item below to submit a request

Create A New Submission
Create a new submission for 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
[View Details](#)

My AID Form 502-4 Records
List of my 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
[View Details](#)

List of AID Form 502-4 Records
List of 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
[View Details](#)

Feedback

Once selected, the user will have the option to choose a submission to review/edit.

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Home Directories Knowledge Management IT Services My Closed Requests 30 CL Coy Lindsay

Ird Annual Records Tables

| Date Prepared | Number | Opened By | Washington/Mission | Organization ID | Organization Unit Name |
|---------------|------------|-------------|--------------------|-----------------|----------------------------------|
| 08/08/2019 | IRD0001157 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 08/07/2019 | IRD0001151 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 08/07/2019 | IRD0001147 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 08/07/2019 | IRD0001145 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 06/21/2019 | IRD0001133 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 06/03/2019 | IRD0001126 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |
| 05/28/2019 | IRD0001120 | Coy Lindsay | Washington | M/MS/IRD | INFORMATION AND RECORDS DIVISION |

3. RLO Review Procedures

The Records Liaison (RL) is responsible for reviewing the submissions by their M/B/IO for accuracy.

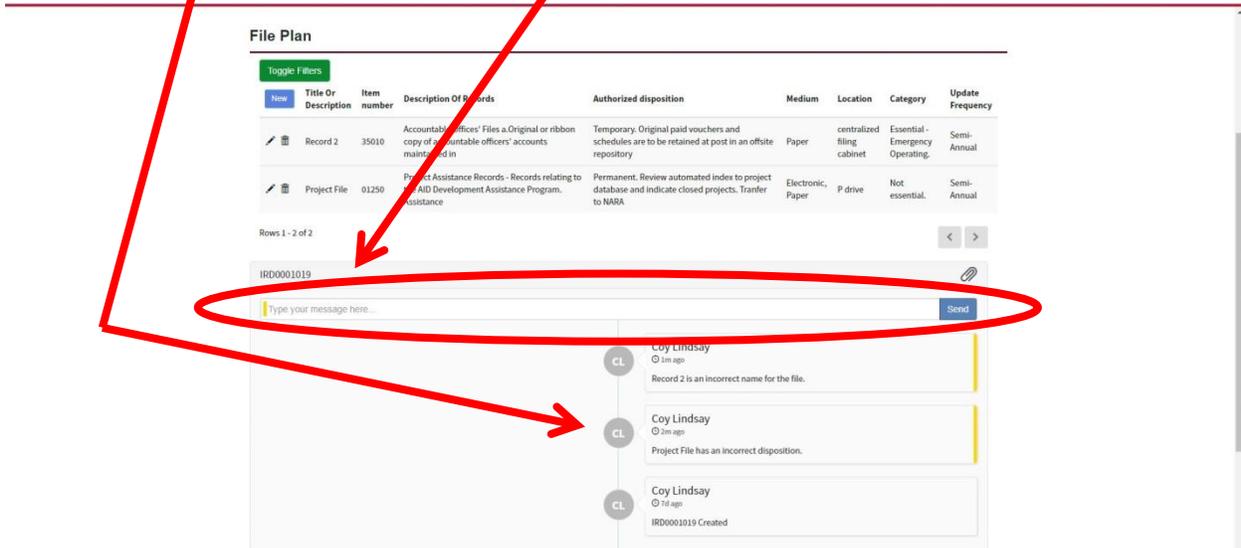
Using this system will enable the user to:

- 1) Easily request change amendments directed towards each individual entry,
- 2) Quickly receive record concerns from users in the workflow, and
- 3) Approve the entire submission.

3.1 RLO Review

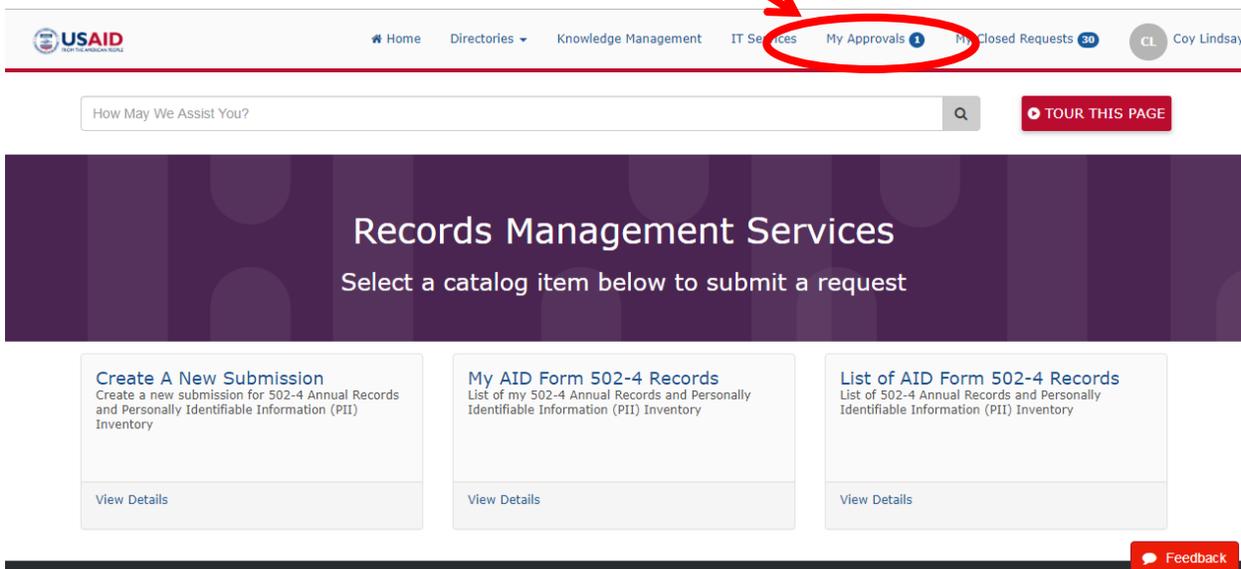
The RLO has the responsibility of confirming that the submission is accurate. Therefore, the RLO will write notes directed to any entry they have concerns surrounding.

The RLO will write their concerns **HERE**. Once you press enter, the RLO's entry will appear **HERE**.



The screenshot shows a 'File Plan' interface with a table of records. The table has columns for 'Title Or Description', 'Item number', 'Description Of Records', 'Authorized disposition', 'Medium', 'Location', 'Category', and 'Update Frequency'. Two records are visible: 'Record 2' (item number 35010) and 'Project File' (item number 01250). Below the table, there is a comment box for record IRD0001019. The comment box contains a message from Coy Lindsay: 'Record 2 is an incorrect name for the file.' and 'Project File has an incorrect disposition.'

The RLO is notified that a submission is pending review via email. However, the RLO can also go to the home page and select **My Approvals** to locate any pending actions.



The screenshot shows the USAID Records Management Services home page. The navigation bar includes links for 'Home', 'Directories', 'Knowledge Management', 'IT Services', 'My Approvals', and 'My Closed Requests'. The 'My Approvals' link is highlighted with a red circle. Below the navigation bar, there is a search bar and a 'TOUR THIS PAGE' button. The main content area features a header 'Records Management Services' and a sub-header 'Select a catalog item below to submit a request'. Three catalog items are listed: 'Create A New Submission', 'My AID Form 502-4 Records', and 'List of AID Form 502-4 Records'. Each item has a 'View Details' button.

The initiator will be notified if work notes are made by the reviewer via email. The initiator must make the necessary corrections and add work notes indicating they made the changes. (Work notes initiate emails to users thus notifying them that there is something pending review).

The reviewer receives the email notification and returns to the submission to confirm corrections were made.

3.2 RLO Approval

The RLO will either Approve or leave a submission pending. If the submission is **Approved**, it will be routed to the Office/Division Supervisor.

The screenshot shows the USAID IT Services portal. The top navigation bar includes links for Home, Directories, Knowledge Management, IT Services, My Approvals (1), My Closed Requests (30), and a user profile for Coy Lindsay. The main content area features a notification: "This Ird Annual Records Table requires your approval". Below this, a card displays "State Requested" and "Created 18m ago". A green "Approve" button is prominently displayed and circled in red. To the right, another card shows "Approval request for Ird Annual Records Table IRD0001096" with a link to "Click here to View IRD" and "Opened by Coy Lindsay". The footer contains the USAID logo, navigation links (Home | IT Services | Mission Services | HR LaunchPad), the date "Last updated April 2019", the USAID Mission statement, and a "Feedback" button.

If the submission requires changes, the RLO will leave it pending until all change requests are fulfilled.

4. Office/Division Supervisor Review Procedures

The Office/Division supervisor is responsible for ensuring M/B/IO submissions are sent to M/MS/IRD. However, the Office/Division supervisor has the ability to also review submissions for accuracy.

Using this system will enable the user to:

- 1) Easily request change amendments directed towards each individual entry,
- 2) Quickly receive record concerns from users in the workflow, and
- 3) Approve the entire submission.

4.1 Office/Division Supervisor Review

The Office/Division Supervisor will be notified via email that they have a submission pending their review. A hyperlink within the email will take them directly to the pending submission. However, the Office/Division Supervisor can also go to the home page and select **My Approvals** to locate any pending actions.

USAID
Home Directories Knowledge Management Services My Approvals My Closed Requests 30 CL Coy Lindsay

How May We Assist You? Q TOUR THIS PAGE

Records Management Services

Select a catalog item below to submit a request

- Create A New Submission**
Create a new submission for 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details
- My AID Form 502-4 Records**
List of my 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details
- List of AID Form 502-4 Records**
List of 502-4 Annual Records and Personally Identifiable Information (PII) Inventory
View Details

Feedback

Please refer to Section 3.1 (RLO Review) and 3.2 (RLO Approval). The review and approval process is exactly the same for the Office/Division Supervisor. However, once the Office/Division Supervisor accepts the submission, it is routed to M/MS/IRD.

5. M/MS/IRD Review Procedures

M/MS/IRD is responsible for reviewing the Agency's submissions for accuracy.

Using this system will enable the user to:

- 1) Easily request change amendments directed towards each individual entry,
- 2) Quickly receive record concerns from users in the workflow,
- 3) Approve the entire submission, and
- 4) Store approved submissions for future use.

5.1 M/MS/IRD Review

M/MS/IRD will be notified via email that they have a submission pending their review. A hyperlink within the email will take them directly to the pending submission. However, M/MS/IRD can also go to the home page and select **My Approvals** or click on the **List of AID Form 502-4 Records** to locate any pending actions.

The screenshot shows the USAID Records Management Services website. The top navigation bar includes the USAID logo, a search bar with the text "How May We Assist You?", and a "TOUR THIS PAGE" button. The main navigation menu contains "Home", "Directories", "Knowledge Management", "IT Services", "My Approvals" (circled in red with an arrow pointing to it), and "My Closed Requests" (with a notification badge of 30). The user's name "CL Coy Lindsay" is visible in the top right corner. The main content area features a purple header with the text "Records Management Services" and "Select a catalog item below to submit a request". Below this are three catalog items: "Create A New Submission", "My AID Form 502-4 Records", and "List of AID Form 502-4 Records" (circled in red with an arrow pointing to it). Each item has a "View Details" button. A "Feedback" button is located in the bottom right corner.

Please refer to Section 3.1 (RLO Review) and 3.2 (RLO Approval). The review and approval process is exactly the same for M/MS/IRD. When M/MS/IRD accepts the submission it will be stored **here** for the initiator and **here** for M/MS/IRD, for future use and the initiator and RLO will be notified via email of the approval.

