

202.3.4.6 Maintaining Official SO Team Files

MANDATORY. SO Teams must ensure that they have adequate official documentation on agreements used to implement USAID-funded activities, resources expended, issues identified, and corrective actions taken. Operating Units and their SO Teams must maintain the following list of standard documentation for the duration specified by Agency rules on document retention, as stipulated in [502](#) (USAID Records Management Program) and associated Mandatory References, [Records Disposition Schedule—Agency Wide \(USAID/W and Missions\)](#); and [Strategic Objective Document Disposition Schedule](#).

- Strategic Plan
- Management Agreement and any modifications (see [201.3.10.3](#))
- Performance Management Plan and supporting documents, updates, and amendments
- Country checklists
- Assistance checklists
- SO Team delegations of authority and membership lists (including sub-team information, as appropriate)
- Activity approval documents
- Environmental reviews (including 22 CFR 216 documentation)
- Waivers
- Congressional notifications
- Bilateral obligation documents (grant and loan agreements)
- Non-bilateral obligation documents (such as contracts, grants, cooperative agreements, purchase orders; and interagency agreements, including participating agency service agreements (PASA))
- Non-obligating agreements (such as memoranda of understanding)
- Procurement requests, commitment/obligation records
- Implementation letters

- Official correspondence
- Audit reports
- Annual Reports
- Evaluations

SO close out reports

202.3.6 Monitoring Quality and Timeliness of Key Outputs

* EFFECTIVE DATE: TBD

Monitoring the quality and timeliness of outputs produced by implementing partners is a major task of CTOs and SO Teams. Outputs are specifically described in contract Statements of Work, and grant agreement program descriptions. Outputs are critical to achieving results. Delays in completing outputs, or problems in output quality, provide an early warning that results may not be achieved as planned. Timeliness of key outputs may affect the achievement of performance targets that the SO Team presents in the Annual Report. Early action in response to problems is essential in managing for results.

Monitoring compliance with 22 CFR 216 environmental determinations is part of this task. Environmental reviews should be actively managed throughout the life of the SO to ensure environmental soundness of activities, as provided in [204.3](#), [204.5.4](#), and Mandatory Reference [22 CFR 216](#).