

USAID Bibliographic Codes and Names

**A Cataloguing and Retrieval Guide Based on Document Types Contained in the
Development Experience System**

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USAID Development Experience Clearinghouse

The Development Experience Clearinghouse is operated for USAID/PPC/CDIE
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Introduction

This guide has been compiled for two reasons. The first is to assist DEC processing staff in assigning bibliographic codes to incoming documentation that is added to the Development Experience System. In addition, it is intended to aid R&RS staff in retrieving current USAID documentation as well as older, obsolete USAID document types.

The guide consists of two sections. The first is organized by bibliographic code and provides information on (a) DOCID prefix of documents assigned to a code; (b) the source of the documents; and (c) representative documents assigned to the code. The second section is an alphabetical listing of document types and the codes assigned to them. It is suggested that you use this section in conjunction with the listing by code since there is additional information in the first section which may influence your decision in assigning a particular code.

Please be aware that this guide will not be static. It will be updated as new document types are identified.

We hope you find this guide useful in your day-to-day work.

Bibcode/Bibname

DOCID Prefix

Source

Representative Documents

Design

(activity, program, project)

11 Preliminary Design	PD	USAID	Not Elsewhere Classified (NEC) Preliminary Design Document Project Identification Document (PID) ** Project Review Paper ** Program Assistance Initial Proposal (PAIP) **
12 Project/Program/Activity Design Document	PD	USAID	New Activity Description (NAD) Project Paper (PP) Program Assistance Approval Document (PAAD) Results Package (RP)
13 Loan/Grant Agreement (USAID-to-country; i.e., bilateral)	PD	USAID	Project Grant Agreement (PROAG) Project Loan Agreement Special Objective Agreement (SOAG) Strategic Objective Agreement (SOA)
14 Other Authorized Design Document	PD	USAID	Action Memorandum Authorized Proposal Capital Assistance Paper (CAP) ** Housing Guaranty Program Document (HGPD) ** Investment Proposal ** Loan Paper ** Non-Capital Assistance Project Proposal (PROP) ** Not Elsewhere Classified (NEC) Design Document Private Enterprise Paper ** Project Authorization
15 USAID Contract/Grant Agreement (USAID-to-organization; i.e., contractor, individual, NGO, PVO, university)	PD	USAID	Cooperative Agreement Contract Grant Institutional Strengthening Grant (ISG) Operational Program Grant (OPG)
16 Design/Implementation Workplan (activity or project level)	PC * PD PN *	contractor USAID	Design Scope of Work Design Workplan Implementation Workplan Transition Plan (contractor only; USAID use 45)

* Historical only; not
currently being assigned

** Obsolete agency documentation; no longer being produced

Bibcode/Bibname**DOCID Prefix****Source****Representative Documents****Evaluation**

21 PES/ES	PD	USAID	AID Evaluation Summary (AES) Evaluation Summary (ES) Project Evaluation Summary (PES)
22 Special Evaluation	PD (project) PN (program/sector)	contractor USAID	CDIE Evaluation (PN) Interim Project Evaluation (PD)
23 Audit Report	PD	USAID	Office of Inspector General Audit Report
24 Final Evaluation Report	PD	contractor USAID	Closeout Report Final Evaluation Report Project Assistance Completion Report (PACR) Project Completion Report
25 Other USAID Evaluation	PD	USAID	Project Appraisal Report (PAR) ** Project Evaluation Report (PER) **
26 Program/Project Evaluation Guide	PD (project) PN (general guide/contractor generated)	contractor (PN) USAID (PD)	Evaluation Methodology Performance Monitoring Guide Program Evaluation Guide Project Evaluation Guide
27 Non-USAID Evaluation	PC PN *	non-USAID <i>funded</i> only	General Accounting Office Report (and others)

* Historical only; not
currently being assigned

** Obsolete agency documentation; no longer being produced

Bibcode/Bibname**DOCID Prefix****Source****Representative Documents****Reporting**

31 Periodic Report (in general, not currently being assigned)	PC* PD * PN *	contractor USAID	Monthly Report Quarterly Report Six Month Report
32 Annual Report	PC * PD * PN *	contractor USAID	Agency Accountability Report Annual Performance Report (APR) Annual Report Yearbook (Annual Report to Congress, see 42)
33 Trip/End of Tour Report (in general, not currently being assigned)	PD PN *	contractor USAID	End of Tour Report Trip Report
34 [inactive]			
35 Final Contractor/Grantee Report	PD PN *	contractor	Conduct of the Contract Final Report (final technical report, see 54)

* Historical only; not
currently being assigned

** Obsolete agency documentation; no longer being produced

Bibcode/Bibname**DOCID Prefix****Source****Representative Documents****Program Documents**

41 USAID Policy Paper	PD PN *	USAID	Policy Determination (PD) [series] Policy Paper Policy Statement
42 Report to Congress	PC PD * PN	USAID (usually)	Annual Report to Congress Congressional Presentation (CP) Congressional Research Service (CRS) Report Testimony Before Congress (reports from Congress, see 64)
43 Program Planning Document	PD PN *	USAID	Action Plan Annual Budget Submission (ABS) ** Country Development Strategy Statement (CDSS) ** Results Review (R2a) Resource Request (R2b) Results Review and Resource Request (R4)
44 Strategic Planning Document	PD PN *	USAID	Program Strategic Plan (covering 5 year period)
45 Other Program Document	PC (US Government) PD (USAID usually) PN *	USAID (usually)	Transition Plan (USAID only; contractor use 16) US Government documents relating directly to any USAID activity, policy, program, project (contractor produced program documents, see 54)

* Historical only; not currently being assigned

** Obsolete agency documentation; no longer being produced

Bibcode/Bibname**DOCID Prefix****Source****Representative Documents****Technical Reports**

51 Assessment	PC PD (project related) PN	contractor USAID	Energy Audit Environmental Assessment Environmental Audit Environmental Impact Assessment (report, see 54) Industrial Audit Institutional Assessment Sector Assessment Technology Assessment
52 Conference Proceedings	PC PD (historical or RIMS only) PN	contractor USAID	Conference Paper Conference Proceedings/Minutes (final documents from a meeting, seminar, session, training course, workshop)
53 Periodical/Periodical Analytic	PC PN	contractor USAID	Journal Article Monograph Analytic Periodical
54 Other USAID Supported Study	PD PN	contractor USAID	Case Study Concept Paper Discussion Paper Dissertation Economic Analysis Environmental Impact Report (assessment, see 51) Feasibility Study Social Analysis State-of-the-Art Review Thesis
55 Non-USAID Technical	PC PN *	non-USAID <i>funded</i> only	Non-USAID Research Study

* Historical only; not currently being assigned

** Obsolete agency documentation; no longer being produced

Bibcode/Bibname**DOCID Prefix****Source****Representative Documents****Reference**

61 Reference Document	PC PD * PN	contractor USAID	Atlas Catalogue Dictionary Directory Encyclopedia Glossary Map Monograph Reference Work Summary Data (statistical report) Textbook (general; "how-to" use 63) Thesaurus
62 Bibliography/Literature Review	PC PD * PN	contractor USAID	Bibliography Index Literature Review
63 Handbook/Manual	PC PD * PN		Guide Handbook Manual Textbook ("how-to"; general use 61)
64 Miscellaneous Document	PC PD PN		Congressional Legislation and Hearings Miscellaneous Project Documents

* Historical only; not
currently being assigned

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Document Type	Bibcode/Bibname
Accountability Report, Agency	32 Annual Report
Action Memorandum	14 Other Authorized Design Document
Action Plan	43 Program Planning Document
Agency Accountability Report	32 Annual Report
AID Evaluation Summary (AES)	21 PES/ES
Annual Budget Submission (ABS) **	43 Program Planning Document
Annual Performance Report (APR)	32 Annual Report
Annual Report (Annual Report to Congress, see 42)	32 Annual Report
Annual Report to Congress	42 Report to Congress
Article, Journal	53 Periodical/Periodical Analytic
Assessment, Environmental	51 Assessment
Assessment, Environmental Impact (report, see 54)	51 Assessment
Assessment, Institutional	51 Assessment
Assessment, Sector	51 Assessment
Assessment, Technology	51 Assessment
Atlas	61 Reference Document
Audit Report, Office of Inspector General	23 Audit Report
Audit, Energy	51 Assessment
Audit, Environmental	51 Assessment
Audit, Industrial	51 Assessment
Authorized Proposal	14 Other Authorized Design Document
Bibliography	62 Bibliography/Literature Review
Capital Assistance Paper (CAP) **	14 Other Authorized Design Document
Case Study	54 Other USAID Supported Study
Catalogue	61 Reference Document
CDIE Evaluation	22 Special Evaluation
Closeout Report	24 Final Evaluation Report
Completion Report, Project	24 Final Evaluation Report
Completion Report, Project Assistance (PACR)	24 Final Evaluation Report
Concept Paper	54 Other USAID Supported Study
Conduct of the Contract Final Report	35 Final Contractor/Grantee Report
Conference Paper	52 Conference Proceedings
Conference Proceedings/Minutes	52 Conference Proceedings

** Obsolete agency documentation; no longer being produced

Document Type	Bibcode/Bibname
Congress, Annual Report to	42 Report to Congress
Congress, Testimony Before	42 Report to Congress
Congressional Legislation and Hearings	64 Miscellaneous Document
Congressional Presentation (CP)	42 Report to Congress
Contract	15 USAID Contract/Grant Agreement
Contract Final Report, Conduct of the	35 Final Contractor/Grantee Report
Cooperative Agreement	15 USAID Contract/Grant Agreement
Country Development Strategy Statement (CDSS) **	43 Program Planning Document
Design Scope of Work	16 Design/Implementation Workplan
Design Workplan	16 Design/Implementation Workplan
Dictionary	61 Reference Document
Directory	61 Reference Document
Discussion Paper	54 Other USAID Supported Study
Dissertation	54 Other USAID Supported Study
Economic Analysis	54 Other USAID Supported Study
Encyclopedia	61 Reference Document
End of Tour Report (in general, not currently being assigned)	33 Trip/End of Tour Report
Energy Audit	51 Assessment
Environmental Assessment	51 Assessment
Environmental Audit	51 Assessment
Environmental Impact Assessment (report, see 54)	51 Assessment
Environmental Impact Report (assessment, see 51)	54 Other USAID Supported Study
Evaluation Guide, Program	26 Program/Project Evaluation Guide
Evaluation Methodology	26 Program/Project Evaluation Guide
Evaluation Report, Final	24 Final Evaluation Report
Evaluation Report, Project (PER) **	25 Other USAID Evaluation
Evaluation Summary (ES)	21 PES/ES
Evaluation Summary, AID (AES)	21 PES/ES
Evaluation, CDIE	22 Special Evaluation
Evaluation, Interim Project	22 Special Evaluation
Evaluation, Non-USAID	27 Non-USAID Evaluation
Feasibility Study	54 Other USAID Supported Study
Final Evaluation Report	24 Final Evaluation Report

** Obsolete agency documentation; no longer being produced

Document Type	Bibcode/Bibname
Final Report, Conduct of the Contract	35 Final Contractor/Grantee Report
General Accounting Office Report (and others)	27 Non-USAID Evaluation
Glossary	61 Reference Document
Grant	15 USAID Contract/Grant Agreement
Grant Agreement, Project (PROAG)	13 Loan/Grant Agreement
Guide	63 Handbook/Manual
Guide, Performance Monitoring	26 Program/Project Evaluation Guide
Guide, Program Evaluation	26 Program/Project Evaluation Guide
Guide, Project Evaluation	26 Program/Project Evaluation Guide
Handbook	63 Handbook/Manual
Housing Guaranty Program Document (HGPS) **	14 Other Authorized Design Document
Implementation Workplan	16 Design/Implementation Workplan
Index	62 Bibliography/Literature Review
Industrial Audit	51 Assessment
Initial Proposal, Program Assistance (PAIP) **	11 Preliminary Design
Institutional Assessment	51 Assessment
Institutional Strengthening Grant (ISG)	15 USAID Contract/Grant Agreement
Interim Project Evaluation	22 Special Evaluation
Investment Proposal **	14 Other Authorized Design Document
Journal Article	53 Periodical/Periodical Analytic
Literature Review	62 Bibliography/Literature Review
Loan Agreement, Project	13 Loan/Grant Agreement
Loan Paper **	14 Other Authorized Design Document
Manual	63 Handbook/Manual
Map	61 Reference Document
Meeting	52 Conference/Conference Paper
Miscellaneous Project Documents	64 Miscellaneous Document
Monograph	61 Reference Document
Monograph Analytic	53 Periodical/Periodical Analytic
Monthly Report (in general, not currently being assigned)	31 Periodic Report
New Activity Description (NAD)	12 Project/Program/Activity Design Document
Non-Capital Assistance Project Proposal (PROP) **	14 Other Authorized Design Document
Non-USAID Research Study	55 Non-USAID Technical
Not Elsewhere Classified (NEC) Design Document	14 Other Authorized Design Document

** Obsolete agency documentation; no longer being produced

Document Type	Bibcode/Bibname
Not Elsewhere Classified (NEC) Preliminary Design Document	11 Preliminary Design
Office of Inspector General Audit Report	23 Audit Report
Operational Program Grant (OPG)	15 USAID Contract/Grant Agreement
Performance Monitoring Guide	26 Program/Project Evaluation Guide
Performance Report, Annual (APR)	32 Annual Report
Periodical	53 Periodical/Periodical Analytic
Policy Determination (PD) [series]	41 USAID Policy Paper
Policy Paper	41 USAID Policy Paper
Policy Statement	41 USAID Policy Paper
Private Enterprise Paper **	14 Other Authorized Design Document
Program Assistance Approval Document (PAAD)	12 Project/Program/Activity Design Document
Program Assistance Initial Proposal (PAIP) **	11 Preliminary Design
Program Evaluation Guide	26 Program/Project Evaluation Guide
Program Strategic Plan (covering 5 year period)	44 Strategic Planning Document
Project Appraisal Report (PAR) **	25 Other USAID Evaluation
Project Assistance Completion Report (PACR)	24 Final Evaluation Report
Project Authorization	14 Other Authorized Design Document
Project Completion Report	24 Final Evaluation Report
Project Documents, Miscellaneous	64 Miscellaneous Document
Project Evaluation Guide	26 Program/Project Evaluation Guide
Project Evaluation Report (PER) **	25 Other USAID Evaluation
Project Evaluation Summary (PES)	21 PES/ES
Project Evaluation, Interim	22 Special Evaluation
Project Grant Agreement (PROAG)	13 Loan/Grant Agreement
Project Identification Document (PID) **	11 Preliminary Design
Project Loan Agreement	13 Loan/Grant Agreement
Project Paper (PP)	12 Project/Program/Activity Design Document
Project Review Paper **	11 Preliminary Design
Proposal, Authorized	14 Other Authorized Design Document
Quarterly Report (in general, not currently being assigned)	31 Periodic Report
R4 (Results Review and Resource Request)	43 Program Planning Document
Reference Work	61 Reference Document
Report to Congress, Annual	42 Report to Congress

** Obsolete agency documentation; no longer being produced

Document Type	Bibcode/Bibname
Resource Request (R2b)	43 Program Planning Document
Results Package (RP)	12 Project/Program/Activity Design Document
Results Review (R2a)	43 Program Planning Document
Results Review and Resource Request (R4)	43 Program Planning Document
Scope of Work, Design	16 Design/Implementation Workplan
Sector Assessment	51 Assessment
Seminar	52 Conference/Conference Paper
Session	52 Conference/Conference Paper
Six Month Report (in general, not currently being assigned)	31 Periodic Report
Social Analysis	54 Other USAID Supported Study
Special Objective Agreement (SOAG)	13 Loan/Grant Agreement
State-of-the-Art Review	54 Other USAID Supported Study
Statistical Report	61 Reference Document
Strategic Objective Agreement (SOA)	13 Loan/Grant Agreement
Strategic Plan, Program (covering 5 year period)	44 Strategic Planning Document
Summary Data (statistical reports)	61 Reference Document
Technology Assessment	51 Assessment
Testimony Before Congress	42 Report to Congress
Textbook (general)	61 Reference Document
Textbook ("how-to")	63 Handbook/Manual
Thesaurus	61 Reference Document
Thesis	54 Other USAID Supported Study
Training Course	52 Conference/Conference Paper
Transition Plan (contractor only; USAID use 45)	16 Design/Implementation Workplan
Transition Plan (USAID only; contractor use 16)	45 Other Program Document
Trip Report (in general, not currently being assigned)	33 Trip/End of Tour Report
Workplan, Design	16 Design/Implementation Workplan
Workplan, Implementation	16 Design/Implementation Workplan
Yearbook	32 Annual Report