

## Request for Records Disposition Authority

Records Schedule Number DAA-0059-2013-0001  
Schedule Status Approved  
  
Agency or Establishment Department of State  
Record Group / Scheduling Group General Records of the Department of State  
Records Schedule applies to Major Subdivision  
Major Subdivision Bureau of Economic and Business Affairs  
Minor Subdivision Threat Finance Countermeasures and Economic Sanctions  
Schedule Subject Records for the Office of Threat Finance Countermeasures & Economic Sanctions  
  
Internal agency concurrences will No  
be provided

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

### GAO Approval

Outline of Records Schedule Items for DAA-0059-2013-0001

Sequence Number	
1	Economic Sanctions Policy Files Disposition Authority Number DAA-0059-2013-0001-0001
2	Threat Finance Countermeasures Policy Files Disposition Authority Number DAA-0059-2013-0001-0002
3	Department of the Treasury License Case Files Disposition Authority Number DAA-0059-2013-0001-0003
4	Department of Commerce Export Cases Disposition Authority Number. DAA-0059-2013-0001-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Economic Sanctions Policy Files</b></p> <p>Disposition Authority Number      DAA-0059-2013-0001-0001</p> <p>Documents reflect the development and implementation of Department policies involving sanction programs, and policies with respect to certain categories of export license application requests requiring foreign policy guidance. Included are cables, memos, legislation, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related correspondence. Arranged by country/subject</p> <p>Final Disposition      Permanent</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-59-94-29, item 1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off at the end of the calendar year</p> <p>Transfer to Inactive Storage      Retire to the Records Service Center (RSC) when 5 years old, or sooner if needed</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance at the time of transfer</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown Date span is not known at this time</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 25 Years</p>
2	<p><b>Threat Finance Countermeasures Policy Files</b></p>

	Disposition Authority Number	DAA-0059-2013-0001-0002
<p>Documents reflect the development and implementation of Department policies involving efforts to counter terrorism and piracy finance and efforts to stem the exploitation of conflict diamonds and conflict minerals. Included are telegrams, legislation, foreign policy trade control reports, briefings and speeches, press guidance, proposals, recommendations, committee meetings, and related correspondence. Arranged by country/subject</p>		
Final Disposition	Permanent	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
GRS or Superseded Authority Citation	N1-59-94-29, item 1	
<p>Disposition Instruction</p>		
Cutoff Instruction	Cut off at the end of the calendar year	
Transfer to Inactive Storage	Retire to the Records Service Center (RSC) when 5 years old, or sooner if needed	
Transfer to the National Archives for Accessioning	Transfer to the National Archives and Records Administration 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance at the time of transfer	
<p>Additional Information</p>		
What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span not known at this time	
How frequently will your agency transfer these records to the National Archives?	Every 25 Years	
3	<p>Department of the Treasury License Case Files</p>	
	Disposition Authority Number	DAA-0059-2013-0001-0003
<p>Documents reflect foreign policy recommendations on specific licenses administered by the Department of the Treasury. Included are license applications, meeting notes, foreign policy reviews, background papers, reports, license guidelines and related correspondence. Arranged by country/subject</p>		

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-059-94-29, item 2
Disposition Instruction	
Cutoff Instruction	Cut off inactive file at the end of the calendar year
Retention Period	Delete or destroy when 10 years old
Additional Information	
GAO Approval	Not Required
<b>4 Department of Commerce Export Cases</b>	
Disposition Authority Number	DAA-0059-2013-0001-0004
Documents reflect foreign policy recommendations on export cases administered by the Department of Commerce. Included are license applications, meeting notes, foreign policy reviews, background papers, reports, export policies security issues, license guidelines and related correspondence. Arranged by country/subject	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-059-94-29, item 2
Disposition Instruction	
Cutoff Instruction	Cut off inactive file at the end of the calendar year
Retention Period	Delete or destroy when 4 years old
Additional Information	
GAO Approval	Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
11/05/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/10/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
06/19/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
06/20/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/13/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist