

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0022

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 Energy Resources

Minor Subdivision Office of the Assistant Secretary

Schedule Subject Records for the Office of the Assistant Secretary and Front Office Staff (ENR/FO)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	4	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0022

Sequence Number	
1	Assistant Secretary/Special Envoy and Deputy Assistant Secretary Subject Files Disposition Authority Number: DAA-0059-2014-0022-0001
2	Front Office Correspondence Files Disposition Authority Number: DAA-0059-2014-0022-0002
3	Front Office Routine Correspondence Files Disposition Authority Number: DAA-0059-2014-0022-0003
4	Daily Activity Reports Disposition Authority Number: DAA-0059-2014-0022-0004
5	Briefing Books – Assistant Secretary/Special Envoy Disposition Authority Number: DAA-0059-2014-0022-0005
6	Briefing Books – All Other Copies Disposition Authority Number: DAA-0059-2014-0022-0006
7	Biographic Files Disposition Authority Number: DAA-0059-2014-0022-0007
8	Assistant Secretary/Special Envoy's Calendar Disposition Authority Number: DAA-0059-2014-0022-0008

Records Schedule Items

Sequence Number	
1	<p>Assistant Secretary/Special Envoy and Deputy Assistant Secretary Subject Files</p> <p>Disposition Authority Number DAA-0059-2014-0022-0001</p> <p>Files contain information relating to activities of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on their behalf, pertaining to the development and formulation of foreign policy positions or the setting of precedents in executing the mission programs of the Department. These files include, but are not limited to, memorandums, cables, background papers, reports and other relevant correspondence.</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff records at the end of the incumbent tenure.</p> <p>Transfer to Inactive Storage Retire to the Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Date span of initial transfer is unknown at this time.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>
2	<p>Front Office Correspondence Files</p> <p>Disposition Authority Number DAA-0059-2014-0022-0002</p> <p>Outgoing correspondence requiring the attention of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on</p>

their behalf. This includes, but is not limited to, action and briefing memorandums, cables, reports and other relevant correspondence.

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to Inactive Storage Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.

Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

What will be the date span of the **Unknown**

initial transfer of records to the National Archives?

How frequently will your agency transfer these records to the

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Front Office Routine Correspondence Files

Disposition Authority Number DAA-0059-2014-0022-0003

Incoming correspondence including, but not limited to, memorandums, notes and other information that no documented actions are taken.

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?

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

4	Retention Period	Destroy/delete 5 years after cutoff or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Daily Activity Reports	
	Disposition Authority Number	DAA-0059-2014-0022-0004
	Reports prepared for and consolidated by the Assistant Secretary/Special Envoy office on the substantive work of officers in ENR, key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for information.	
	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
5	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy/delete 5 years after cutoff or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Briefing Books – Assistant Secretary/Special Envoy	
	Disposition Authority Number	DAA-0059-2014-0022-0005
	Master copy prepared for the Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences, schedules, and travel, or other important activities.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?
Disposition Instruction
Cutoff Instruction
Cutoff at the end of calendar year.
Transfer to Inactive Storage
Retire to RSC 3 years after cutoff.
Transfer to the National Archives for Accessioning
Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of the initial transfer is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

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Briefing Books – All Other Copies

Disposition Authority Number **DAA-0059-2014-0022-0006**

All other copies of briefing books prepared for the Secretary of State, Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences or other important activities.

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

Disposition Instruction

Retention Period **Destroy when no longer needed for business purposes.**

Additional Information

GAO Approval **Not Required**

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Biographic Files

Disposition Authority Number	DAA-0059-2014-0022-0007
<p>Background information maintained on political leaders, foreign ministry officials, military leaders, and private sector. Cables, memorandums, news articles, newspaper clippings and other relevant correspondence.</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
<p>Disposition Instruction</p>	
Cutoff Instruction	Review annually.
Retention Period	Delete and/or remove file of individuals no longer of interest. Destroy news articles, news clippings and related correspondence. Offer telegrams and other documents (not previously distributed by INR) to INR Office of Intelligence Operations.
<p>Additional Information</p>	
GAO Approval	Not Required
<p>Assistant Secretary/Special Envoy's Calendar</p>	
Disposition Authority Number	DAA-0059-2014-0022-0008
<p>Calendar for the Assistant Secretary/Special Envoy, or any other high level official that can sign on their behalf.</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
<p>Disposition Instruction</p>	
Cutoff Instruction	Cutoff at the end of the calendar year.
Transfer to Inactive Storage	Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.

Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of the initial transfer is undetermined at this time.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

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
09/10/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/14/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
07/22/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/27/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
08/31/2015	Submit for Conurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Servcices
09/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Servcices
09/02/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist