

## Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0024  
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 Counterterrorism  
Minor Subdivision Front Office  
Schedule Subject Records of the Front Office of the Bureau of Counterterrorism (CT/FO)  
Internal agency concurrences will be provided No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2014-0024

Sequence Number	
1	Front Office Program Files Disposition Authority Number: DAA-0059-2014-0024-0001
2	Staff Program Files Disposition Authority Number: DAA-0059-2014-0024-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Front Office Program Files</b></p> <p>Disposition Authority Number      DAA-0059-2014-0024-0001</p> <p>Records documenting the activities of the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties, including relevant documentation facilitated by staff assistants, senior advisors, etc. These files include all correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes; notes, including meeting notes and handwritten notes; speeches and testimonies; statements; Congressionals; reports; briefing materials; background and fact sheets, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of the Coordinator and Principal Deputy Coordinator while serving in the official capacity.</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off at the end of the Coordinator's tenure in position.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after cutoff.</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 of the 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><b>Staff Program Files</b></p>

Disposition Authority Number	DAA-0059-2014-0024-0002
<p>Records documenting the activities of any staff members other than the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties. Records include copies and drafts of correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes, speeches and testimonies, statements, Congressionals, press-releases, briefing materials, background and fact sheets, daily and/or weekly activity records, as well as reference materials, including press clippings, external reports and publications, and extra copies of 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
Disposition Instruction	
Cutoff Instruction	Cut off at the end of fiscal year.
Retention Period	Destroy 5 years after cutoff or sooner if no longer needed for business purposes.
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
09/10/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/05/2016	Return for Revision	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/26/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
05/27/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
07/15/2016	Submit for Concurrence	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Servivces
07/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Servivces
07/15/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist