Request for Records Disposition Authority

Records Schedule Number

DAA-0059-2019-0001

Schedule Status

Approved

Agency or Establishment

Department of State

Record Group / Scheduling Group

General Records of the Department of State

Records Schedule applies to

Agency-wide

Schedule Subject

Consolidated Schedule: Records of the Office of the Secretary of

State, Principal Officers and other Senior Officials

Internal agency concurrences will

be provided

No

Background Information

Flexible schedule which consolidates the records of the Office of the Secretary of State, Principal Officers, and other Senior Officials. Applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Secretary, Principal Officers and Senior Officials. Crosswalk with additional detail is

attached to the schedule.

Item Count

Number of Total Disposition Items		ı · · ·	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0001

Sequence Number	
1	Secretary of State, Principal Officers, and other Senior Officials - Program Files
	Disposition Authority Number: DAA-0059-2019-0001-0001



Sequence Number

1

Secretary of State, Principal Officers, and other Senior Officials - Program Files
Disposition Authority Number DAA-0059-2019-0001-0001

Records of the immediate offices of the Secretary of State, Deputy Secretary of State, Under Secretaries of State, including the Chief of Staff to the Secretary of State, the Counselor, Executive Secretariat, Special Envoys, Special Representatives, Coordinators, Ambassadors at Large, Assistant Secretaries. heads of Presidential initiatives and all other position titles equivalent to Assistant Secretaries and above, including documentation facilitated by their office staff, senior advisors, desk officers, etc., to carry out the duties in executing the mission of the Department of State. These records are segregated by the individual and are filed chronologically, by subject, by country or by TAGS/Terms that contain substantive information relating to the following topics: • Formulating, issuing, and implementing policy • Prescribe procedures or effect organizational structures • Provide executive direction or documenting major functions • Pertain to relations with the White House, Executive Office of the President, Congress or the public • Pertain to foreign affairs • Pertain to major programs and plans • Pertain to budgetary planning • Prescribe supervision and direction of resource allocation and management • Pertain to engagement, consultation, or arbitration with external entities • Specific issues, requests, events, or people • Pertain to legislation, litigation, or precedent cases • Documentation on security awareness and protection, counterintelligence, countermeasures, counterterrorism, emergency plans, investigations, threats, and other related subjects • Pertain to historically significant events and structures. These records may include, but are not limited to, daily and/or weekly activity records, including calendars, appointment books. briefing books, schedules, call sheets, logs, diaries, formal invitations, replies to invitations, guest lists, manifests, agendas, annotated agendas, itineraries, checklists, briefing checklists, activity sheets, minutes, notes including handwritten notes, and other records documenting meetings, events, official conferences, appointments, transcripts of telephone calls, trips, visits, and other activities; all incoming and outgoing correspondence including background material and factsheets, comments, action memoranda, memoranda of understanding, information memoranda, memoranda of conversations, diplomatic notes, officialinformals, drafts with substantive comments and edits; building blocks, scenarios, reports, issues, position, decision and policy papers, talking points, summaries, analytical papers, Congressionals; delegations list, legislation; proposals; recommendations; pleadings; speeches (text and transcripts) and testimonies, press releases, prepared statements, remarks, reports, (situation reports, program reviews, follow-up reviews, and other reports, including relevant statistics, studies and surveys), presentations, and condolence letters, biographic data, master set of publications, social media (regardless of platform) and other documentation on the

activities, interests, plans, policies, and responsibilities of these individuals. See crosswalk for specific positions included, as well as for related series.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic. The inclusive start

date is 01-01-2012.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

Yes

Yes

Disposition Instruction

Cutoff Instruction Cutoff files at the end of incumbent tenure.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives 25 year(s) after

cutoff.

Additional Information

First year of records accumulation 2012

What will be the date span of the initial transfer of records to the

National Archives?

From 2012 To 2012

How frequently will your agency transfer these records to the

National Archives?

Every 1 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	Ву	Title	Organization
10/10/2018	Certify	Timothy Kootz	Agency Records Off icer	Bureau of Administration - Records and Archves Management Division A GIS IPS RA
05/31/2019	Return for Revisio n	Sean Curry	Senior Appraisal Arc hivist	National Archives and Records Administration - Agency Services
08/12/2019	Submit For Certific ation	Shelia Prince	Records and Informa tion Management Sp ecialist	Bureau of Administration - A/GIS/ IPS/RA
08/19/2019	Certify	Timothy Kootz	Agency Records Off icer	Bureau of Administration - Records and Archves Management Division A GIS IPS RA
08/20/2019	Submit for Concur rence	Sean Curry	Senior Appraisal Arc hivist	National Archives and Records Administration - Agency Services
09/05/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/05/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
09/09/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

ITEM 0001: RECORDS OF SENIOR OFFICIALS. This crosswalk includes all the positions covered by this schedule, defined as senior leadership with the Department of State Organization. Included are the Secretary of State; Deputy Secretaries of State; Under-Secretaries of State; Assistant Secretaries of State; Special Envoys, Representatives, and Ambassadors-at-Large; heads of components that are equivalent to the Bureau-level; and other special advisors.

	RELATED FILES (pre-20							[1	
Position / Office of Record	Subject Files / Country Files	Chronological Files	Congressionals	Briefing Boaks	Schedules / Appointments / Tasks / Calendara / Trips	Speeches/Testimony/Ta lking Points	Telephane Calls	Meeting Files / Event Files	Reports / Publications	Other / Social Media
OFFICE OF THE SECRETARY OF	STATE				,,	•				•
Secretary of State	N1-059-91-33, Item 1 - Subject and Country Files	N1-059-91-33, Item 2 - Chronological Files	N1-059-91-33, Item 8 - Miscellaneous Correspondence Files	IN1-059-91-33, Item 4 Briefing Books	N1@59-91-33, Item 6 - Secretary Schedule Files	Speeches, Statements and Trip Files	N1-059-91-33, Item 7 - Telephone Calls File, Notes, Transcripts of Calls	N1-059-91-33, item 5 - Meetings Files; N1-059- 91-33, item 9 - Policy Making Staff Meeting Files; N1-059-98-02, item 2a - Event Files	n/a; 2012 forward only	n/a; 2012 forward only
Chief of Staff, Secretary of State	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Senior Advisor to Secretary of	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
e Counselor	N1-059-91-05, item 1 Subject Files; N1-059-91- 05, item 2 - Country Files		n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forward only	r√a; 2012 forward only
DEPUTY SECRETARIES OF STAT	TE		<u>I</u>		L				L	l
Deputy Secretary of State	N1-059-91-30, Item 1 - Files of the Deputy Secretary of State	N1-0S9-91-30, item 1 - Files of the Deputy Secretary of State	N1-Q59-91-30, item 1 - Files of the Deputy Secretary of State	N1-059-91-30, Item 1 - Files of the Deputy Secretary of State	N1-059-91-30, item 1 - Files of the Deputy Secretary of State	Files of the Deputy Secretary of State	N1-059-91-30, Item 1 - Files of the Deputy Secretary of State	N1-0S9-91-30, item 1 - Files of the Deputy Secretary of State	N1-059-91-30, Item 1 - Files of the Deputy Secretary of State	n/a; 2012 forward only ly
Executive Assistant, Deputy Secretary of State	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only	n/ay2012 forward only ly	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Coordinator for Sanctions Policy	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Deputy Secretary of State for Management and Resources	N1-0S9-91-30, item 1 - Files of the Deputy Secretary of State	N1-QS9-91-30, item 1 - Files of the Deputy Secretary of State	N1-0S9-91-30, item 1 - Files of the Deputy Secretary of State	N1-059-91-30, item 1- Files of the Deputy Secretary of State	N1-059-91-30, item 1 - Files of the Deputy Secretary of State	Files of the Deputy	N1-059-91-30, item 1 - Files of the Deputy Secretary of State	N1-059-91-30, item 1 - Files of the Deputy Secretary of State	N1-059-91-30, Item 1 - Files of the Deputy Secretary of State	n/a; 2012 forward only
Executive Assistant, Deputy Secretary of State for Management and Resources	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forwardonly	n/a; 2012 forward only		n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
UNDER SECRETARIES OF STATI	: E: Includes all Under-Sc	retory <u>posit</u> ions, curre	rt and within future rec	rganizations; includes t	heir Executive Assistant	s in carrying out the dut	es of the Under Secret	ary of State.		•
Under Secretary for Political Affairs	N1-059-91-04, item 1 - Subject Files		n/a; 2012 forward only	n/a; 2012 forward only	N1-059-91-04, item 4 - Appointment Books, Calendars, and <u>Logs</u>			n/a; 2012 forward only	n/a; 2012 forward outy	n/a; 2012 forward only Y
Executive Assistant, Under Secretary for Political Affairs	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Under Secretary for Vlanagement	N1-059-99-16, item 1a - General Subject Files, Budgetary Planning, Staffing Needs	in/a; 2012 forward only	N1-059-88-23, item 1 - Correspondence Files	in/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Executive Assistant, Under Secretary for Management	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
White House Lialson, Under Secretary for Management	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Oirector, Major Events and Conferences, Under Secretary for Management	,	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Director, Office of Management Policy, Rightsizing and Innovation, Under Secretary for Management	r/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	rv/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only
Director, Office of Emergencies In the Diplomatic and Consular Services, Under Secretary for Management	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only

Under Secretary for Esonomic Growth, Energy and the Environment (also serves as	N1-059-89-07, item 1 - Files of Under Secretary of Economic Affairs	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Senior Coordinator for international information Technology Diplomacy)										
Executive Assistant, Under Secretary for Economic Growth, Energy and the Environment	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Director, Unice of the Chief Economist, Under Secretary for Economic Growth, Energy and the Environment	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Under Secretary for Arms Control and International Security Affairs	N1-059-01-07, Item 1a - Subject Flies; N1-059-01- 07, Item 2a - Country Files		n/a; 2012 forward only	n/a; 2012 forward only	N1-059-01-07, item 6a - Appointment Books and Calendars (was TEMP)	N1-059-01-07, jtem 4a - Speech and Testimony Files		N1-059-01-07, item 9a ~ International Security Advisory Board Meeting Files	N1-059-01-07, Item Sa - Weekly Activity Reports	n/a; 2012 forward only
Executive Assistant, Under Secretary for Arms Controland International Security Affairs	n/a; 2012 forward only	n/a; 2012 forward only y	n/a;2012 forward only	in/a; 201/2 forward only y	n/a; 2012 forward only	r/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 201 2 forward only	n/a; 2012 forward only
Inde r Secretary for Civilian S ecurity, Democracy and Human Rights (also serves as Special Coordinator for Tibetan Issues)		N1-059-09-42, Item 2 - Chronological Files	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-09-4Z, item 4 - Appointment Books, Calendars and Logs	N1-059-09-42, Item 3 - Speech and Testimony Files	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	h/a; 2012 forward only
Executive Assistant, Under Secretary for Civilian Security, Democracy and Human Rights	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only
UnderSecretary for Public Diplomacy and Public Rights	N1-059-03-06, item 1 - Subject File	N1-059-03-06, item 2 - Chronological File	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-03-05, Item 4a - Schedules of Dally Activities	N1-059-03-06, Item 3 - Speeches	n/a; 2012 forward only	N1-059-03-06, item 7 - Meetings File	n/a; 2012 forward only	n/a; 2012 forward only
Executive Assistant, Under Secretary for Public Diplomacy and Public Rights	N1-059-03-06, Item 6 - Subject File; N1-059-03- ₁ 06, Item 6 - Personal Assistant Subject Files	1	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 201/2 forward only	in/a; 2012 forward only	n/a; 2012 forward only	h/a; 2012 forward only	h/a; 2012 forward only	n/a; 2012 forward only
HEADS OF BUREAUS OF EQUI	VALENTS. Lociudes ell A	SSISTANT Secretary modifi	ons and all other oositic	ı ons actine in an emekele	: ent role oversæine a Bu	reau, or equivalent offi	re. Includes all current :	and future positions.	•	
Assistant Secretary of State, Bureau of Administration		n/a; 2012 forward only						in/a; 2012 forwardonly	h/a; 2012 forward only	h/a; 2012 forward only
Pestment Secretary of State, Bureau of African Affairs	N1-05993-18, Item 1a - Chronological and Subject Files	N1-059-93-18, Item 1a - Chronologicaland Subject Files; N1-059-93 - 23, Item7 - Chronological Files	n/a; 2012 forward only	N1-05993-023, item 3b(1)-Master Briefing Books	n/a; 2012 forward only	N1-059-93-20, Item 3 - Speeches	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	v/a; 2012 forward only
Assista nt Secretary of State, Bureau of Arms Control We rificationand Compliance	N1-059-01-11, Item 3a - Subject Files; N1-059-01- 11, Item 7a -Country Files	N1-059-01-11, Item 2a - Chronological Files; N1y 059-01-010, Item 2a - Chronological Files	N1-059-01-11, item 6a - Outgoing Corresponde/se	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	in/a; 2012 forward only	h/a; 2012 forward only	n/a; 2012 forward only
Assistant Secretary of State, Bureau of Conflict and Stabilization Operations	n/a; 2012 forward only	Chronological Files	n/a; 2012 forward only	У	N1-059-10-03, Item 3 - Calendars		У	n/a; 2012 forward only		n/a; 2012 forward only
Assistant Secretary of State, Bureau of Consular Affairs	N1-059-08-06, Item 1 - Sublect Files	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Assistant Secretary of State, Bureau of Counterterrorism	n/a; 2012 forward only	Chronological Files	,	n/a; 2012 forward only	In/a; 2012 forward only y	in/a; 2012 forward only		in/a; 2012/forward only	1	n/a; 2012 forward only
Assistant Secretary of State, Bureau of Democracy, Human Rights, and Labor	N1-059-95-12, item 1 - Subject Files	Chronological Files		Briefing Books (Welcome Home)	ry/a; 2012 forward only	Speeches			Weekly Activities Reports	n/a; 2012 forward only
Assistant Secretary of State, Bureau of Diplomatic Security	N14759-94-043, Item 1a Policy Files	- N1-059-94-43, item 1b - Chronological Files	iva; zuiz rorward only	n/a; 2012 forward only	n/a; 2012 forward only y	jiya; 2012 forward only	inya; 2012 torward only	nya; 2012 torwardonly	n/a; 2012 forward only	n/a; 2012 forward only

.

.

n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	Foreign Service Grievance Board, n/ a; 2012 forward only
n/a; 2012 forward only	N1-059-94-03, Item 1- Assistant Secretary Files	n/a; 2012 forward@nly a	n/a;2012forwardonly	N1-059-94-03, Item 1 - Aussistant Segretary Files	n/a; 2012 fo (ward only a	N1-059-94-08, Item 2b - Briefing Books	N1-059-94-03, Item 1- Assistant Secretary Files	n/-≥ 2012 forward only	n/a; 2012 forward only	Assistant Secretary, Bureau of Western Hemisphere Affairs
ry a; 2012 forward only	NI 459-96-08, item 1 - Daily Activity Reports	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	Schedules of Dally Activities	N1-059-01-21, items 11a and 11b Briefing Books	N1-059-01-23, Item 1a - Congressional Affairs Records	IN 1-059-01-21, item17a - Chronological Files; N1- 059-01-24, item 1a - Chronological Files	n/a; 2012 forward only	Assistant Secretary of State, Political and Military Affairs
n/a; 2012 forward only	1 1	l J	n/a; 2012 forward only	ard only				n/a; 2012 forward only	n/a; 2012 forward only	Assistant Secretary of State, Bureau of South and Central Asian Affairs
r√a; 2002 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-95-77, Item 2a - Speechand Writings File	n/s; 2012 fg;war d only	n/a;2012 forward only	NI-059-89-29, Item 1 - Correspondence and Subject Fles; IVI-059-89 Z7, Item 1 - Subject and Correspondence Fles; NCI-059-80-19, Item 1 - Correspondence Fles	n/a; 2012 forward only	N1-059-89-29, Rem 1 - Carrespondence and Subject Files; N1-059-95 27, Item 1 - Subject and Correspondence Files; N1-059-95-27, Rem 3 - Subject Files	Assistant Secretary of State, Bureau of Public Affairs
n/a; 2012 forward only		n/a; 2012 forward only	n/a; 2012 forward only	ardonly	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	Assistant Secretary of State, Bureau of Population, Refugees, and Misration
n/æ; 2012 forward only	L	n/a; 2012 forward only	n/a; 2012 fbrward only	ard only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	N1-059-93-32, Item 5 - Chronological Files; N1- 059-93-27, Item 2 - Chronological Files	N1-059-93-32, Rem 3 - Subject and Country Files N1-059-93-27, Item	Assistant Secretary of State, Bureau of Oceans and International Environmental and Colontific Affairs
n/a; 2012 forward only	n/a; 2012 forward only	d only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-93-17, It em 3 - Briefing Books	N1-059-93-17, Item 1 - Assistant Secretary Files	n/a; 2012 forward only	n/a; 2012 forward only	Assistant Secretary of State, Bureau of Near Eastern Affairs
n/a; 2012 forward only	N1-059-03-12, Item 1a - Weekly Reports; N1-059- D1-12, Item 2a - Dally Activity Records	N1-059-01-12, Item 3a- Organization and Conference Files; N1-059; 93-27, Item 3 - Organization and Conference Files	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-01-12, Item 2a - Dally Activity Records (TEMP)	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-01-12, Item 5a - Chronological Files	N1-059-01-12, Item 6a - Subject Flies; N1-059-93- 27, Item 4 - Subject Flies	Assistant Secretary of State, Bureau of International Security and Nonproliferation
n/a; 2012 forward only		1 1	√a;2012 fbrward only	Item 6aa 23ary Files	n/a; 2012 forward only	N1-059-86-06, Item 4a - Background and Briefing Books	N1-059-86-06, Item 6a - Assistant Secretary Files	n/a; 2012 forward only	n/æ 2012 forwird only	Assistant Secretary of State, Bureau of International Or Banizations
n/a; 2012 forward only		n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/ā; 2012 forward only	N1-059-88-17, Item 2a- Briefing Books	n/a; 2012 forward only	n/a; 2012 forward only	NI-059-88-17, Item 1- Policya(Subject)Files; NI- 059-88-17, Itema5 -	Assistant Secretary of State, Bureau of International Narcotics and Law Enforcement
n/æ 2012 forward only	1 1		n/a; 2012 forward only	L	IV/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-91-35, Item 1a Chronological Ries; N1- 059-91-16, Item 1 - Chronological Ries	N1-059-92-07, Item 1a - Subject Files	Assistant Secretary of State, Bureau of Intelligence and lese arch
n/a;.cozeforward only	NI-059-59 0Z, Item 3a - Dally Activity Reports	N1-059-99 Q, item 1 - As sistant Secretary Files	n/a; 2012 to ward only	N1-059-99-0Z, item 1 - Assistant Socretary Files; N1-059-059-99-0Z, Item 4 (secret)	n/a; 2012 forward only	N1-059-90 Q item 7a(1)-Master Set, Briefing Books; N1-059- 99-02, item 4 (secret)	NI dis-99-02, item 1 - Assistant Secretary Files; NI-059-99-02, item 4 (secret)	n/a;2012 forward only	n/a; 2012 forward only	Assistant Secretary of State, Bureau of European and Eurasian Affairs
NI-05-X8-43, Rem 1 - Records of Special Envoys and Special Representatives		NI 059-08-43, Item 1 Records of Special Enroys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives	tem 1 - ectal	N1-059-09-43, Rem 1- Records of Special Envoys and Special Representatives	N1-059-09-43, item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Rem 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 Records of Special Envoys and Special Representatives	Assistant Secretary of State, Bureau of Energy Resources (position also serves as Special Envoy and Coordina torfor International Energy Affairs)
Va; 2012 forward only	v/a; 2012 forward only	rva; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-05-01, Item 2 Calendars	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only	NI-059-05-01, Rem 1 Subject Files	Assistant Secretary of State, Bureau of Education and Cultural
n/a; 2012 forward only	N1-059-94-19, Item 6 - Daily Activity Reports	h/a; 2012 forward only	n/a; 2012 forward only	h/a; 2012 forward only	N1-059-94-36, ftem 3a - Schedules	NI-059-94-19, item 1 - Briefing Books	N1-059-94-19, Item 4 - Correspondence Files; N1-059-94-19, Item 1 - Assistant Secretary's	N1-059-94-19, Item 5 - Chronological Files	n/a; 2012 forward only	Assistant Secretary of State, Bureau of Economic and Business Affairs

Foreign Service institute, Director	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Chief information Officer, Bureau of information Resources Y	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Office of Budget and Planning, Director	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	in/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only y
Office of Civil Society and Emerging Democracies, Coordinator	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012forward only	n/a; 2012 forward only			
	N1-059-86-03, item 1y Subject Files (TEMP)	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
	N1-Q59-09-10, item 1 - Subject Files	n/a; 2012forward only y	n/a; 2012forward only Y	N1-059-09-14, Item 6 - Briefing Books	N1-059-09-10, Item 2 - Calendar and Appointment Books	n/a; 2012 forward only	n/a; 2012 forward only			
	N1-059-087-09, Item 3 - Country Files	in/:a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a;2012 forward only	n/a; 2012forward only	n/a; 2012 forward only
Office of Human Resources, Director	n/a; 2012 forward only	n/a; 2012 forwardyonly	n/a; 2012 forward only	n/a; 2012 forward only						
Office of Legislative Affairs,	N1-059-93-40, Item 2 - Subject Files	n/a; 2012 forward only	N1-()59-93-40, ite m 1 - Correspondence File	n/a; 2012 forward only Y	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only			
	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forward only							
	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
	in/a; 2012 forward only	n/a; 2012 forward only	N1-059-07-09, item 1 -	n/a; 2012 forward only	n/a; 2012 forward only					
Office of Policy Planning Council, Director	N1-059-92-02, Item 1 - Open Forum Program Sublect Files	n/a; 2012 forward only	N1-059-89-17, Item 1 - Director Correspondence File	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only	N1-059-92-02, item 3a - Open Forum Options - Master Set	n/a; 2012 forwardonly
Office of Quadrennial Diplomacy and Development Review, Director, Quadrennial Diplomacy and Development Review	•	n/a; 2012 forward only		n/a; 2012 forward only						
 Office of the Chief of Protocol, Chief of Protocol	r/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	} n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only
Office of the Executive Secretariat, Executive Secretariat	n/;a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only y			
Office of the Inspector General, Inspector General	DAA-0059-2017-0002, ite m 0001	DAA-0059-2017-0002, item0001	DAA-0059-2017-0002, ite m 0001	DAA-0059-2017-0002, item/0001	DAA-0059-2017-0002, item0001	PAA-0059-2017-0002, Item0001	DAA-0059-2017-0002, Item0001	DAA-0059-2017-0002, Vite m0001	DAA-0059-2017-0002, item0001	n/a; 2012 forward only
Office of the LegalAdvisor, Legal Advisor	N1-059-9S-11, Item 1a - Subject Files	N1-059-95-11, item 1b - Chronological Files	n/a; 2012 forward only	N1-059-95-11, item 18a- Record Copy, Briefing Books	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012forward only	n/a;2012forwardonly	n/a;2012 forward only
Office of the Ombudsman,	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only		n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward poly	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only
Office of the Special Envoy to Guantanamo Closure (Closure)of the Guantanamo Detention Facility), Director ** SPECIAL ENVOY IS BELOW	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a, 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a;2012forwardonly
Office of U.S. Foreign Assistance Resources, Director	n/a; 2012 forward only	n/a; 2012 forwardonly	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only
Office of Western Hemisphere Affairs, Executive Director	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 201 /2 forward only
SPECIAL ENVOYS: Includes all	curren t and future Snee	ial Envoy positions, reg	ngless of sense of dutie	. The mission of a Sor	cial Driving and Special	Representative is to sen	e for a particular mum	se, such as the conduc	of special perotiations	and/or attendance at
Special Envoy / Special	N1-059-09-43, item 1 -	N1-059-09-43, item 1	N1-059-09-43, Item 1 -	N1-059-09-43, item 1 -		N1-059-09-43, item 1 -	N1-059-09-43, Item 1y	N1-0\$9-09-43, Item 1 -	N1-059-09-43, item 1 -	N1-059-09-43, Item 1 -
Representative (regardless of	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special Envoys and Special Representatives	Records of Special	Records of Special Envoys and Special Representatives
OFFICES UNDER AMBASSADO	• • •	• •	• •		equivalent to Special Er	•	•	•		

,

										_
Office of Asia-Pacific Economic Cooperation, Ambassador-at- Large	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Office of Giobai Crimina Liustice, Coordinator for Global Criminal	Subject, Organization	n/a; 2012 forward only	r/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only					
Justice & Ambassador-at-Large Office of Global Women's Issues,	and Country Files n/a; 2012 forward only	rv/a; 2012 forward only	n/#; 2012 forward only	r/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	r/a; 2012 forward only	n/s; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only
Ambassador-at-Large		1 - 6 - 200 - 6	Y Y	1	<u> Y</u>		1	1.4.2224	1	
Office of International Religious Freedom, Ambassador-at-Large	n/a; 2012 forward only y	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only
Office of Monitoring and Combatting Trafficking of Persons, Ambassador-at-Large	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	r/a; 2012 forward only	n/a; 2012 forward only y	n/ay2012 forward only			
Office of the U.S. Global AIDS Coordinator and Health	n/a; 2012 forward only	n/a; 2012 forward only		n/a; 2012 forward only	n/a; 2012 forward only					
plomaty, Coordinator & Ambassador - at-Large			y , ^y	y	<u> Y</u>		y i	l ^y	ly	
SPECIAL COORDINATORS: Inck								1.1.000.0	1	1
Coordinator for Threat Reduction Programs	,		{	<u> </u>	1	<u> </u>	1	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Coordinator for U.S. Assistance to Europe, Eurasia, and Central Asia	n/a;2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Security Coordinator for Israel and the Palestinian Authority, U.S.	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Nuclear Implementation		1	y	<u>, </u>	<u> </u>	n/a; 2012 forward only	n/#; 2012 forward only	<u> </u>	n/a; 2012 forward only y	n/a; 2012 forward only
Coordinator for International Information Programs	in/a; 2012 forward only	N1-059-09-13, Item 6 - Chrono logica Files	n/a; 2012 forward only	r/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only			
Coordinator for Sanctions Policy	n/a; 2012 forward only	in/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forward only	n/ay2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
issues	IN1-059-09-43, item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives	N1-059-09-43, Item 1 - Records of Special Envoys and Special Regresentatives	N1-059-09-43, Item 1 * Records of Special Envoys and Special Representatives	N1-059-09-43, item 1 - Records of Special Envoys and Special Re presentatives	N1-059-09-43, item 1 - Records of Special Envoys and Special Representatives
Coordinator for Cyber Issues	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012forward only
Coordinator for Threat Reduction Programs	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forwardonly			
Crimina i Justice		Chronological Files	n/a; 2012 forward only		ly	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only Y	n/a; 2012 forward only	n/a; 2012 forward only
OTHER SPECIAL ADVISORS: Inc Special Advisor for International Disabilities Rights						n/a; 2012 forward only y	n/ay2012 forward only y	n/a; 2012 forward only	n/a;2012forwardonly	n/a; 2012 forward only
Special Advisor for Religious Minorities in the Near East and South/Central Asia	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only
Special Advisor, Science and Technology	N1-059-90-02, item 1 - Sub <u>lect</u> Files	n/a; 2012 forward only	n/a; 2012 forward only							
Special Negotiator for Plutonium Disposition		n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012f orward only
Special Advisor for Secretary Initiatives	n/a; 2012 forward only	h/a; 2012 forward only	n/a;2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a;2012 forward only	n/a;2012 forwardonly	r/a; 2012 forward only	n/a; 2012 forward only
issues	n/a; 2012 forward only	n/a; 2012 forward only		n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only ly	n/a; 2012 forward only	n/a; 2012 forward only	√a; 2012 forward only	h/a; 2012 forward only
Special Advisor, International Disability Rights	n/a; 2012 forward only	in/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only	n/a; 2012 forward only y	n/a; 2012 forward only	n/a; 2012 forward only			

.