Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)

U. S. Department of State

2. Major Subdivision

Bureau of Administration, Global Information Services

3. Minor Subdivision

Office of Information Programs and Services (A/GIS/IPS)

4. Name of Person with whom to confer

Tasha M. Thian

5. Telephone (include area code)

202 261-8424

Leave Blank (NARA Use Only)

Job Number

N1-59-10-16

Date Received

6/10/10

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date 22 Feb 11

Archivist of the United States

6. Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition of its records and that the records proposed for disposal on the attached __8__ page(s) are not now needed for the business of this agency or will note be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative

Tasha M. Thian

Title

Agency Records Officer

Date (mm/dd/yyyy)

5/28/10

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule		

1 .   **Freedom of Information Document Management System
          (FREEDOMS) Master Electronic Case Files**

Description: FREEDOMS is a case tracking, imaging system, and primary source of
          classification changes and release determinations. It is used to collect
          and identify vital information relevant to all information access requests
          received by the Office of Information Programs and Services. In
          FREEDOMS information is collected and standardized for retrieval,
          inquiry and reporting and identified by alphanumerical case number.
          FREEDOMS case files date back to 1976.

          The FREEDOMS master electronic case file consists of information
          regarding the nature of the request; the person or organization making
          the request; documents found during the search phase or received on
          request; decision made regarding the release or denial of information;
          classification and declassification determinations: communications
          within the State Department and with the requester regarding the
          request; communications between the State Department and other
          agencies; fees incurred and payments obtained from requesters.

          FREEDOMS cases include Freedom of Information Act (FOIA)
          requests, Mandatory Review for Declassification (Mandatory) and
          other EO 12958 requests, Privacy Act requests, Special Project
          requests, Ethics in Government (Ethics) requests, Constituent
          Congressional requests, and Internal requests.

Disposition: See individual items related to FREEDOMS master files. Supersedes
          NC1-59-83-4, item 17 Information Request Management System (IR)
          Tracking Master

DispAuthNo: N/A

1A   **Freedom of Information Document Management System
          (FREEDOMS) Master Electronic Case File – Invalid FOIA and
          Invalid Mandatory Requests**

Description: These records consist of invalid Freedom of Information Act and
          invalid Mandatory Reviews for Declassification requests that are
          invalid because the requesters ask for nonexistent records, do not
          provide adequate descriptions; and fail to pay agency reproduction fees.

These records may also consist of appeals and court cases of the invalid FOIA and invalid Mandatory requests. Includes FREEDOMS requests that are invalid, transfers, non-FOIAs, and those subsequently administratively cancelled and/or withdrawn where significant case processing has not occurred, i.e. no documents released or denied to requester. (For paper records use relevant GRS Schedules.)

Disposition:	Temporary. Delete five years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.
DispAuthNo:	GRS 20, item 3a; GRS 14: items 11a(2), 12a, 13a, 31a(2)(a), and 32a

1B1   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Full Releases, Partial Releases, and Denied in Full FOIA, Mandatory, and Systematic Review Requests**

Description: These records consist of FOIA, Mandatory Reviews for Declassification, and Systematic Review requests where material is released in full, withheld, or partially withheld. These records may also consist of requests under appeal or in court cases, as well as classification challenges and internal or interagency declassification requests. Consists of electronic case file and electronic document images and metadata files that contain official classification/ declassification and release determinations. (For paper records use relevant GRS Schedules.)

Disposition: Temporary. Delete case file and documents when 30 years old <u>and</u> after six years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy when 30 years old and 6 years after final determination by agency or 3 years after final adjudication by the courts or Interagency Security Classification Appeals Panel (ISCAP), whichever is later.

DispAuthNo: Pending

1B2   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Non-responsive documents to FOIA and Mandatory Requests**

Description: These records consist of documents determined to be non-responsive to FOIA and Mandatory Reviews for Declassification requests.

Disposition: Temporary. Destroy/delete six years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

DispAuthNo: Pending

1C Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Privacy Act Requests

Description: These records consist of all case files related to Privacy Act requests including cases granted full access; cases denied access in full or in part; invalid cases where the requesters asked for nonexistent records and did not provide adequate descriptions and cases under appeal or in litigation. These records may also consist of Privacy Act amendment requests, including those under appeal or in litigation. (Official files maintained in responsible Bureau/Office.)

Disposition: Temporary. Destroy/delete five years after closure or last action taken on request, whichever is later. The last actions on cases include activities related to cases under appeal or in litigation. For those cases, destroy four years after agency's agreement to amend, or four years after final determination by agency, or three years after final adjudication by the courts, whichever is later.

DispAuthNo: GRS 20, item 3a; GRS 14, items 21a(1); 21a(2)(a); 21a(2)(b), 21a(3)(a); 21a(3)(b), 22a, 22b, 22c

1D Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Internal Research Requests and Internal Taskers

Description: These records consist of internal research requests, regardless of media, from DOS offices/bureaus or other Governmental agencies, and internal taskers. Includes requests for cables and other documents.

Disposition: Temporary. Destroy/delete two years after closure or last action taken.

DispAuthNo: Pending

1E   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Ethics in Government & Constituent Congressional Requests**

Description: These records consist of Ethics in Government and constituent Congressional requests, regardless of media.

Disposition: Temporary. Delete/destroy six years after closure or last action taken.

DispAuthNo: Pending

1F   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Special Projects/Collections**

Description: These records consist of all requests that are considered Special Projects as determined by the Office of Information Programs and Services. Case files contain copies of records and original materials collected in response to FOIA and Privacy Act request, investigations by Congress and special prosecutors, and major court cases. Records have been retrieved from a variety of file sources. Collections may also result from investigation of alleged or known abuse, fraud, irregularities, and violations of law or regulations. Documentation on search strategies may also be included. FREEDOMS used solely to track these cases.

Disposition: Temporary. Print out electronic case records and maintain with permanent paper case file. Delete data in FREEDOMS 30 years after closure or last action taken on request.

DispAuthNo: Pending

1G   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Discovery Order and Touhy Requests where DOS not a Party**

Description: These records consist of all requests for documents in litigation in which the Department is not a party.

Disposition: Temporary. Destroy/delete 10 years after closure or last action taken on request.

DispAuthNo: Pending

1H   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Systematic Review Requests**

Description: These records consist of requests for systematic review. FREEDOMS used solely to track these cases. Cases 1979 – 1998

Disposition: Temporary. Delete data in FREEDOMS six years after closure or last action taken on request.

DispAuthNo: Pending

1I   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Presidential Appointee and Historical Researcher Access Requests (Section 4.3 of EO 13526, as amended)**

Description: These records, regardless of media, consist of requests for access under EO 13526, Section 4.3 to classified records that the former presidential appointee had access to during tenure with the Department or as requested by an M-designated historical researcher. FREEDOMS used solely to track these cases. Includes Researcher security clearance file.

Disposition: Temporary. Destroy/delete 10 years after closure or last action taken on request or 5 years after clearance of any work product related to their access submitted for pre-publication review.

DispAuthNo: Pending. Supersedes N1-59-95-4, item 24

1J   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Other Review Requests**

Description: These records consist of all other requests for review, regardless of media, from Government entities and foreign governments.

Disposition: Temporary. Delete/destroy 30 years after closure or last action taken on request.

DispAuthNo: Pending

1K   **Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File – Previously Released Requests**

Description: These records consist of all requests for review, regardless of media,

for requests for materials that have been publicly released, including Reading Room requests.

Disposition: Temporary. Delete/destroy six years after closure or last action taken on request.

DispAuthNo: Pending

2   **Freedom of Information Document Management System (FREEDOMS) – Scanned Images Source Documents**

Description: The records consist of paper documents that are used to create scanned images for the electronic case files. The scanned images can include release determinations with reviewer markings, captions, excisions, etc.

Disposition: Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, whichever is later.

DispAuthNo: GRS 20, item 2a(4)

3   **Freedom of Information Document Management System (FREEDOMS) – Case Management and Statistical Reports**

Description: These records consist of various reports that provide summary and detailed information on case tracking regarding administrative, managerial and statistical reporting.

Disposition: Temporary. Destroy/delete statistical reports when no longer needed for reference.

DispAuthNo: Pending

4   **Freedom of Information Document Management System (FREEDOMS) - System Documentation**

Description: These records consist of system specifications, user and system administrator manuals, other documentation related to the image and index files as well as operation and maintenance of FREEDOMS and Workflow.

Disposition: Temporary. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect

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legal rights, whichever is latest.

DispAuthNo: GRS 20, item 11a

5   **Freedom of Information Document Management System (FREEDOMS) - System Backups**

Description: Backups – FREEDOMS and Workflow weekly system backups, as well as, maintaining an off-site backup of the document images.

Disposition: Temporary. A weekly full back up of the application (code, data, and images) is kept 5 weeks offsite. There are daily differential backups included in the weekly offsite rotation. Delete 5th week tape on a rotation basis.

DispAuthNo: GRS 20, item 8b

6a   **Case Files for Pre-publication Review of Manuscripts prepared by the Secretary of State, Deputy Secretary or equivalents under the authority of E.O. 13526, as amended.**

Description: These case files contain administrative records, regardless of media, relating to requests for clearance to publicly release work products about official Department business or overseas experiences. They may be submitted by the current or former Secretary of State or Deputy Secretary of State, or their equivalent from other federal agencies. The purpose of a pre-publication review case is to determine whether or not the original works contain classified national security information or information that could potentially harm the foreign relations of the United States.

The files consist of the original request, a copy of the reply thereto, memorandums, electronic correspondence, reviewer decisions, notes, computer printouts recording the review information, correspondence regarding the final review decisions, excisions, and all related supporting files. Includes the original draft as well as the final, cleared version of manuscript text or other work product, and any related appeals.

Disposition: Temporary. Destroy/delete 20 years after the case is closed or appeal completed.

DispAuthNo: Pending

6b   **Case Files for Pre-publication Review of Manuscripts under the authority of E.O. 13526, as amended for non-Secretary, Deputy Secretary or equivalents**

Description: These case files contain administrative records, regardless of media, relating

to requests for clearance to publicly release work products about official Department business or overseas experiences. They may be submitted by current or former employees, other federal agency employees, foreign service spouses, special appointees, or sometimes the estate or prospective publisher of a deceased author. The files consist of the original request, a copy of the reply thereto, memorandums, electronic correspondence, reviewer decisions, notes, computer printouts recording the review information, correspondence regarding the final review decisions, excisions, and all related supporting files. Includes the original draft as well as the final, cleared version of manuscript text or other work product, and any related appeals.

Disposition: Temporary. Destroy/delete eight years after the case is closed or appeal completed.

DispAuthNo: Pending