

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0011
Schedule Status Appraiser Working Version

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 Office of Designations and Sanctions
Schedule Subject Records of the Office of Designation and Sanctions
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	3	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0011

Sequence Number	
1	Designation Packages Files Disposition Authority Number: DAA-0059-2014-0011-0001
2	Designation Challenged Records Disposition Authority Number: DAA-0059-2014-0011-0002
3	Formal Memorandums and Notes for Department Principals Disposition Authority Number: DAA-0059-2014-0011-0003
4	Congressional and Public Correspondence Disposition Authority Number: DAA-0059-2014-0011-0004
5	Informal CT Memorandums and Notes Disposition Authority Number: DAA-0059-2014-0011-0005
6	Interagency and Interagency Records Disposition Authority Number: DAA-0059-2014-0011-0006
7	Designation Cables Disposition Authority Number: DAA-0059-2014-0011-0007
8	Implementation Documents Disposition Authority Number: DAA-0059-2014-0011-0008
9	Miscellaneous Files Disposition Authority Number: DAA-0059-2014-0011-0009
10	Training Materials Disposition Authority Number: DAA-0059-2014-0011-0010

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 740 411">Designation Packages Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2014-0011-0001</p> <p data-bbox="345 485 1507 674">Contains a listing of identified and designated targets placed under Foreign Terrorist Organizations (FTO) and the Executive Order 13224; terrorist exclusion list, listings and rescissions of State Sponsor of Terrorism (SST) designations; documentation on “Not Fully Cooperating” countries; sanctioning of varies entities, individuals and countries.</p> <p data-bbox="345 695 919 726">Final Disposition Permanent</p> <p data-bbox="345 747 878 779">Item Status Pending</p> <p data-bbox="345 800 821 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 805 978">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 data-bbox="345 999 1187 1062">GRS or Superseded Authority Citation N1-059-96-11, item 5a and 5b</p> <p data-bbox="345 1094 659 1125">Disposition Instruction</p> <p data-bbox="345 1146 1507 1272">Transfer to Inactive Storage Retire 10 years after revocation of designation to the Records Service Center (RSC) for transfer to Washington National Records Center (WNRC).</p> <p data-bbox="345 1293 1507 1356">Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.</p> <p data-bbox="345 1388 659 1419">Additional Information</p> <p data-bbox="345 1440 1243 1535">What will be the date span of the initial transfer of records to the National Archives? Unknown Date span is unknown at this time.</p> <p data-bbox="345 1556 984 1650">How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>
2	<p data-bbox="345 1745 813 1776">Designation Challenged Records</p> <p data-bbox="345 1797 1154 1829">Disposition Authority Number DAA-0059-2014-0011-0002</p>

Consists of records related to challenges of designations including, but not limited to, correspondence from designated entity attorneys, submissions, court records, judgements and interagency and intra-agency correspondence.

Final Disposition Permanent

Item Status Pending

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

Transfer to the National Archives for Accessioning Retire 10 years after revocation of designation to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Initial date span unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

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Formal Memorandums and Notes for Department Principals

Disposition Authority Number DAA-0059-2014-0011-0003

Approved action memorandums, informal memorandums, notes, talking points, briefing checklists and formal read-outs to Department Principals on identified designate targets, State Sponsor of Terrorism (SST) designations and Rewards for Justice (RFJ) designations.

Final Disposition Permanent

Item Status Pending

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

Transfer to the National Archives for Accessioning Retire 10 years after revocation of designation to the RSC for transfer to the WNRC. Transfer to the National Archives when 25 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Initial date span is unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

Congressional and Public Correspondence

Disposition Authority Number DAA-0059-2014-0011-0004

Consist of responses to Congressional and public inquiries on terrorist designations.

Final Disposition Temporary

Item Status Pending

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 calendar year.

Retention Period Destroy/delete when 10 years old.

Additional Information

GAO Approval Not Required

Informal CT Memorandums and Notes

Disposition Authority Number DAA-0059-2014-0011-0005

Consist of informal information memorandums, notes, talking points, briefing checklists and formal read-outs on terrorist designations.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy/delete when 10 years old.

Additional Information

GAO Approval Not Required

Interagency and Interagency Records

Disposition Authority Number DAA-0059-2014-0011-0006

Consists of sanctions, correspondence, clearances and input from other CT related offices and U.S. Government agencies on designations for Rewards for Justice, Treasury designations and U.S. Government policy papers on sanctions.

Final Disposition Temporary

Item Status Pending

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/delete when no longer needed.

Additional Information

GAO Approval Not Required

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Designation Cables

Disposition Authority Number DAA-0059-2014-0011-0007

Notifications to post and host countries regarding designated targets and designations placed under FTOS and SSTs.

Final Disposition Temporary

Item Status Pending

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

8	Disposition Instruction	
	Retention Period	Delete when no longer needed.
	Additional Information	
	GAO Approval	Not Required
	Implementation Documents	
	Disposition Authority Number	DAA-0059-2014-0011-0008
	Consist of United Nations submissions for listings, memorandums to Treasury, and related correspondence with the Department of Justice on the implementation of sanctions.	
	Final Disposition	Temporary
	Item Status	Pending
	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	
9	Disposition Instruction	
	Retention Period	Destroy/delete when 15 years old.
	Additional Information	
	GAO Approval	Not Required
	Miscellaneous Files	
	Disposition Authority Number	DAA-0059-2014-0011-0009
	Drafts, academic reports, working files, emails, informal readouts, Standard of Operating Procedures (SOPs).	
	Final Disposition	Temporary
	Item Status	Pending
	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/delete when no longer needed or superseded.	

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Additional Information

GAO Approval Not Required

Training Materials

Disposition Authority Number DAA-0059-2014-0011-0010

Training materials for informal and formal workshops and presentations, including materials for the Foreign Service Institute and student projects.

Final Disposition Temporary

Item Status Pending

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/delete when no longer needed or superseded.

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
05/06/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA

Executive Summary

Summary

Permanent Item Numbers 0001, 0002, 0003

Federal Register Notice

Publication Date

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