



Lisa Clavelli <lisa.clavelli@nara.gov>

## Re: Deadline is next week! (Yahoo News) question on a Request for Records Disposition Authority

1 message

Lisa Clavelli <lisa.clavelli@nara.gov>

Thu, Mar 12, 2015 at 2:54 PM

To: Laura Diachenko <laura.diachenko@nara.gov>

Cc: Margaret Hawkins <margaret.hawkins@nara.gov>, "Ravanbakhsh, Arian" <Arian.Ravanbakhsh@nara.gov>, Miriam Kleiman <miriam.kleiman@nara.gov>, Paul Wester <paul.wester@nara.gov>

Laura,

Our response is below. Please let me know if you have any questions.

Each agency develops their own records schedule and NARA approves them. So there is not a records schedule for the State Department that is identical to the one you have for the Justice Department.

The closest match would be the following schedules:

[http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-state/rg-0059/n1-059-06-005\\_sf115.pdf](http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-state/rg-0059/n1-059-06-005_sf115.pdf) which covers the records of the Secretariat Tracking and Retrieval System (STARS). STARS is an automated system used to track, control, and record documents containing substantive foreign policy information passing to, from, and through the offices of the Secretary of State, the Deputy Secretary of State and Department principal officers; and

[http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-state/rg-0059/n1-059-07-003\\_sf115.pdf](http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-state/rg-0059/n1-059-07-003_sf115.pdf) which covers the records of the Central Foreign Policy File (CFPF). The CFPF is the official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, Inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation.

The general responsibilities for agencies regarding the management of Federal records is defined by our laws and regulations. For more information, please see: <http://www.archives.gov/records-mgmt/faqs/general.html> and <http://www.archives.gov/records-mgmt/faqs/federal.html>.

On Thu, Mar 12, 2015 at 12:36 PM, Laura Diachenko <laura.diachenko@nara.gov> wrote:

Good news! The reporter's deadline is next week. So would COB Monday work for everyone?

Thanks again!

**Laura Diachenko**  
National Archives Public Affairs  
direct: 202-357-5032

email: [laura.diachenko@nara.gov](mailto:laura.diachenko@nara.gov)



On Thu, Mar 12, 2015 at 11:10 AM, Paul Wester <[paul.wester@nara.gov](mailto:paul.wester@nara.gov)> wrote:

If the answer is the TAGS schedule, that's the answer. What is needed is some broadly understandable context around the differences between the DOJ schedule and the State schedule.

If you and Lisa could loop in Arian to solve this before 1:00pm that would be appreciated.

Thanks, Paul

Paul M. Wester, Jr.  
Chief Records Officer for the U.S. Government  
National Archives and Records Administration  
[301-837-3120](tel:301-837-3120)

On Thu, Mar 12, 2015 at 11:07 AM, Margaret Hawkins <[margaret.hawkins@nara.gov](mailto:margaret.hawkins@nara.gov)> wrote:

What time would be best for you ? Lisa and I are meeting at 1 to discuss. Will need some time after that.

On Mar 12, 2015 11:00 AM, "Laura Diachenko" <[laura.diachenko@nara.gov](mailto:laura.diachenko@nara.gov)> wrote:

Hi Lisa! Would you be able to send me something by this afternoon so I can get back to the reporter?

Thank you so much!

Laura

[Laura Diachenko](#)  
National Archives Public Affairs  
direct: 202-357-5032  
email: [laura.diachenko@nara.gov](mailto:laura.diachenko@nara.gov)



On Wed, Mar 11, 2015 at 5:36 PM, Paul Wester <[paul.wester@nara.gov](mailto:paul.wester@nara.gov)> wrote:

Lisa,  
I know you are working on this question for other reasons, but can you please provide an easy answer and some links to our RCS portal?

Thanks, Paul

Paul M. Wester, Jr.  
Chief Records Officer for the U.S. Government  
National Archives and Records Administration  
[301-837-3120](tel:301-837-3120)

----- Forwarded message -----

From: **Laura Diachenko** <[laura.diachenko@nara.gov](mailto:laura.diachenko@nara.gov)>  
Date: Wed, Mar 11, 2015 at 3:08 PM  
Subject: (Yahoo News) question on a Request for Records Disposition Authority  
To: Arian Ravanbakhsh <[Arian.Ravanbakhsh@nara.gov](mailto:Arian.Ravanbakhsh@nara.gov)>, Paul Wester <[paul.wester@nara.gov](mailto:paul.wester@nara.gov)>  
Cc: Miriam Kleiman <[miriam.kleiman@nara.gov](mailto:miriam.kleiman@nara.gov)>

Arian and Paul, would you be able to send me a link for this reporter? Thanks!  
Begin forwarded message:

**From:** Nancy Scola <[nancyscola@gmail.com](mailto:nancyscola@gmail.com)>  
**Date:** March 11, 2015 at 1:16:18 PM EDT  
**To:** [public.affairs@nara.gov](mailto:public.affairs@nara.gov)  
**Subject:** **journalist with a question on a Request for Records Disposition Authority**  
**Reply-To:** [nancyscola@gmail.com](mailto:nancyscola@gmail.com)

Hi there. I hope this finds you well. I'm a journalist who is writing here for Yahoo News. I'm hoping that you can help me out with something. I'm looking for the comparable document for the State Department: [http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-justice/rg-0060/n1-060-10-036\\_sf115.pdf](http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-justice/rg-0060/n1-060-10-036_sf115.pdf)

Might you be able to point me in the right direction?

Best,

-Nancy

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Nancy Scola  
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Lisa R. Clavelli  
Supervisor, Appraisal Team 2  
Records Management Services