

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0001**
Schedule Status **Approved**

Agency or Establishment **Department of State**
Record Group / Scheduling Group **General Records of the Department of State**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Bureau of Diplomatic Security**
Minor Subdivision **Office of Overseas Protective Operations**
Schedule Subject **Office of Overseas Protective Operations Records**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	0	15	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0001

Sequence Number	
1	Incident Reports Disposition Authority Number DAA-0059-2011-0001-0001
2	Tracking & Control Records - Processing Roster Disposition Authority Number DAA-0059-2011-0001-0002
3	Personal Data Checklist Disposition Authority Number DAA-0059-2011-0001-0003
4	Central Repository Files Disposition Authority Number DAA-0059-2011-0001-0004
5	Program Standards and Policy Files Disposition Authority Number DAA-0059-2011-0001-0005
6	Surveillance Detection (SD) Operations Plans Disposition Authority Number DAA-0059-2011-0001-0006
7	Surveillance Detection (SD) Management Plans Disposition Authority Number DAA-0059-2011-0001-0007
8	Program Assistance Visits Disposition Authority Number DAA-0059-2011-0001-0008
9	Program Management Review (PMR) Post Operations Checklist and Reports Disposition Authority Number DAA-0059-2011-0001-0009
10	DS/IP Policy/Program File Disposition Authority Number DAA-0059-2011-0001-0010
11	Training Activities File – Arranged by activity number within a fiscal year Disposition Authority Number DAA-0059-2011-0001-0011
12	Post Folders – Local Guard and Residential Security - Arranged by Region/Posts Disposition Authority Number DAA-0059-2011-0001-0012
13	Budget Background Records Disposition Authority Number DAA-0059-2011-0001-0013
14	Routine Procurement and Contract Files Disposition Authority Number DAA-0059-2011-0001-0014
15	High Threat Integrated Tracking System - HITS Disposition Authority Number DAA-0059-2011-0001-0015

Records Schedule Items

Sequence Number	
1	<p>Incident Reports</p> <p>Disposition Authority Number DAA-0059-2011-0001-0001</p> <p>Copies of reports on acts/omissions that might adversely affect safety or security e g , hostile actions, attacks, bombings, injuries, deaths, and other such events</p> <p>Final Disposition Temporary</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year</p> <p>Transfer to Inactive Storage Retain in office</p> <p>Retention Period Destroy 10 year(s) after <i>cutoff.</i></p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Tracking & Control Records - Processing Roster</p> <p>Disposition Authority Number DAA-0059-2011-0001-0002</p> <p>Logs, registers, and other records used to control or document the status of individuals assigned to overseas posts including personnel biographic information(to include personally identifiable information (PII)), security clearance, Common Access Card (CAC), country clearance, passport, spot incident reports, adjustment data and other documents such as visa and review board denials (No new records are added to this series, the functions were transferred to the High Threat Integrated Tracking System-HITS)</p> <p>Final Disposition Temporary</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>

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Disposition Instruction

Retention Period **Series discontinued Destroy all records in 2022**

Additional Information

GAO Approval **Not Required**

Personal Data Checklist

Disposition Authority Number **DAA-0059-2011-0001-0003**

DS employee records on biographic information, resumes, itineraries, training, passports, visas, clearances, and qualification and biographic worksheets

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 **Cutoff after separation or transfer of employee**

Retention Period **Destroy 1 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Central Repository Files

Disposition Authority Number **DAA-0059-2011-0001-0004**

Consists of records to included but not limited to data adjustments, biographic information, resumes, incident reports, letters of authorization, historic files, monthly reports, Appendix Z activities, muster sheets, and other documents relating to personnel staffing and contractor compliance Includes excel spreadsheets and electronic mail on task orders and visas

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**

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Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Transfer to Inactive Storage Retain in office

Retention Period Destroy 10 year(s) after *Cutoff.*

Additional Information

GAO Approval Not Required

Program Standards and Policy Files

Disposition Authority Number DAA-0059-2011-0001-0005

Drafted security program standards and policy documents submitted to DS/ MGT/PPD which lead to their publication in Foreign Affairs Manuals (FAM) and Foreign Affairs Handbook (FAH) These documents pertain to the OPO High Threat Protection, Local Guard, Residential Security and Surveillance Detection programs

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 Cutoff when drafted documents are published

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

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Surveillance Detection (SD) Operations Plans

Disposition Authority Number DAA-0059-2011-0001-0006

Records on Facility/Area Analysis studies for identification of vulnerabilities of the facility, the facility Red Zone (hostile surveillance area) and resulting (SD) positions and cover, and other documents such as maps, diagrams and photographs (as required)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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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 when no longer needed or superseded**

Additional Information

GAO Approval **Not Required**

Surveillance Detection (SD) Management Plans

Disposition Authority Number **DAA-0059-2011-0001-0007**

Records on organizational structure, equipment inventory procedures, annual budget, maintenance and replacement procedures, roles and mission, general orders, Standard Operating Procedures (SOPs) work schedules, written justification for funding requests

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

Retention Period **Destroy when no longer needed or superseded**

Additional Information

GAO Approval **Not Required**

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Program Assistance Visits

Disposition Authority Number **DAA-0059-2011-0001-0008**

Evaluation and assessment reports of local guard, residential security, surveillance detection, and high threat protection security program, of new equipment and protective security standards, and other documentation such as resource requirements and recommendations for correction and actions taken

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?	
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of fiscal year
	Retention Period	Destroy 7 year(s) after <i>cutoff.</i>
	Additional Information	
	GAO Approval	Not Required
9	Program Management Review (PMR) Post Operations Checklist and Reports	
	Disposition Authority Number	DAA-0059-2011-0001-0009
	Records on program reviews and post operations checklist files relating to the four Office of Overseas Protective Operations (OPO) Security Programs to include high threat protection, local guard residential security, and surveillance detection In addition, reports on the final documents relating to the four Office of Overseas Protective Operations (OPO) Security Programs activities	
	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	Cutoff at end of fiscal year
	Retention Period	Destroy 7 year(s) after <i>cutoff.</i>
	Additional Information	
	GAO Approval	Not Required
10	DS/IP Policy/Program File	
	Disposition Authority Number	DAA-0059-2011-0001-0010
	Ambassadorial and other high level dignitaries briefing materials to include budget projections, general information, action and decision memorandums, and briefing material relating to the four Office of Overseas Protective Operations (OPO) Security Programs to include high threat protection, local guard, residential security and surveillance detection	
	Final Disposition	Temporary
	Item Status	Active

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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 end of fiscal year

Retention Period Destroy 2 year(s) after *cutoff.*

Additional Information

GAO Approval Not Required

Training Activities File – Arranged by activity number within a fiscal year

Disposition Authority Number DAA-0059-2011-0001-0011

Documents related to the implementation of specific training assistance, including but not limited to relevant emails and cables, participants rosters and itineraries, training provider task orders, training evaluation reports, program officer evaluation reports, escort reports, and incident reports

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

GRS or Superseded Authority Citation N1-059-94-043/3

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Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year

Retention Period Destroy 5 year(s) after *cutoff.*

Additional Information

GAO Approval Not Required

Post Folders – Local Guard and Residential Security - Arranged by Region/Posts

Disposition Authority Number DAA-0059-2011-0001-0012

Correspondence, memorandums, reports, and telegrams on post security activities covering ambassador briefings, anti-terrorist assistance, buildings and ground, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security

committees and groups, surveys, technical security, terrorism, threats, U S Marines, and other related subjects such as Cables and electronic mail for the Local Guards, Residential Security and Surveillance Detection and High Threat Protection Security Programs, and other miscellaneous documents relating to subject

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

GRS or Superseded Authority Citation N1-059-94-043/85

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year

Retention Period Destroy 3 year(s) after *cut off.*

Additional Information

GAO Approval Not Required

Budget Background Records

Disposition Authority Number DAA-0059-2011-0001-0013

Costs statements, rough order of magnitude data estimates and similar materials accumulated in the preparation of annual budget estimates, including iterations of budget estimates and supporting justifications and related appropriation language sheets, narrative statements, and related schedules, and originating office's copies of reports submitted to bureau budget offices

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 Cutoff file at end of each fiscal year

Retention Period Destroy 3 years after the close of the fiscal year covered by the budget

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14	<p>Additional Information</p> <p>GAO Approval Not Required</p>
	<p>Routine Procurement and Contract Files</p>
	<p>Disposition Authority Number DAA-0059-2011-0001-0014</p>
	<p>Copies of contracts, requisitions, purchase orders, leases, and bond and surety records and including but not limited to, related papers pertaining to award, administration, receipt, inspection and payment</p>
	<p>Final Disposition Temporary</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>Disposition Instruction</p>
	<p>Cutoff Instruction Cutoff at closure of contract</p>
<p>Retention Period Destroy one (1) year after termination or completion</p>	
15	<p>Additional Information</p> <p>GAO Approval Not Required</p>
	<p>High Threat Integrated Tracking System - HITS</p>
	<p>Disposition Authority Number DAA-0059-2011-0001-0015</p>
	<p>Master Files Security Contractor Personnel Vetting System System incorporates multiple databases containing contractor biographies, security qualifications, individual training, awards and derogatory entries Includes PII of U S and foreign security contractors</p>
	<p>Final Disposition Temporary</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? Yes</p>
	<p>Do any of the records covered by this item exist as structured electronic data? No</p>
	<p>Disposition Instruction</p>

Cutoff Instruction	Cutoff when contract ends or employment terminated
Retention Period	Delete system data 20 years after cutoff
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
03/09/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/06/2012	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
11/08/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
11/08/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/05/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/15/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/18/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/19/2013	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist