

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0002**
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 the Chief Technology Officer**
Schedule Subject **Chief Technology Officer Documents**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0002

Sequence Number	
1	Program Management Files Disposition Authority Number DAA-0059-2011-0002-0001
2	CTO Correspondence Files Disposition Authority Number DAA-0059-2011-0002-0002
3	Intra-Agency Agreement Files Disposition Authority Number DAA-0059-2011-0002-0003
4	Site Security Review Files Disposition Authority Number DAA-0059-2011-0002-0004

Records Schedule Items

Sequence Number	
1	<p>Program Management Files</p> <p>Disposition Authority Number DAA-0059-2011-0002-0001</p> <p>Files contain background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects. Includes but not limited to maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications and other related matters</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> <p>Retention Period Destroy when obsolete or when superseded or no longer used by the Department</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>CTO Correspondence Files</p> <p>Disposition Authority Number DAA-0059-2011-0002-0002</p> <p>Contains memorandums, correspondence, internal guidelines and other related information regarding management of Diplomatic Security (DS) infrastructures</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</p>

	<p>electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year</p> <p>Retention Period Destroy 2 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3	<p>Intra-Agency Agreement Files</p> <p>Disposition Authority Number DAA-0059-2011-0002-0003</p> <p>File contains copies of Intra-agency agreements for Department of State offices such as Memorandums of Understanding (MOUs), Memorandums of Agreements (MOAs), Service Level Agreements (SLAs), support documentation and other related information</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> <p>Retention Period Destroy upon termination of MOA/SLA or when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
4	<p>Site Security Review Files</p> <p>Disposition Authority Number DAA-0059-2011-0002-0004</p> <p>Reports, spreadsheets, correspondence and other related documentation pertaining to computer security site reviews including but not limited to policy compliance (FAM, FISMA, etc), unauthorized access and equipment, intrusion issues, recommendations, deficiencies for the Department domestic facilities</p>

including Hawaii and Puerto Rico that are protection of Diplomatic Security (DS), Information System Security Officer (ISSO) Records are maintained by location

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff annually

Retention Period Destroy 5 years after cutoff or when superseded, whichever is later

Additional Information

GAO Approval Not Required