

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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Retention Period Destroy when obsolete or when superseded or no longer used by the Department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>

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year
	Retention Period	Destroy 2 year(s) after
	Additional Information	
	GAO Approval	Not Required
3	Intra-Agency Agreement Files	
	Disposition Authority Number	DAA-0059-2011-0002-0003
	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	
	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	
	Retention Period	Destroy upon termination of MOA/SLA or when no longer needed
	Additional Information	
	GAO Approval	Not Required
4	Site Security Review Files	
	Disposition Authority Number	DAA-0059-2011-0002-0004
	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	

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**

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
03/14/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
10/06/2011	Submit for Concurrence	Addie Compton	Appraiser	National Archives and Records Administration - Records Management Services
10/06/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
10/06/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
10/12/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist