

## Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0003**  
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 **Weapons of Mass Destruction Division**  
Schedule Subject **Weapons of Mass Destruction 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>

### GAO Approval

### Outline of Records Schedule Items for DAA-0059-2011-0003

Sequence Number	
1	Training Equipment Inventory Files Disposition Authority Number DAA-0059-2011-0003-0001
2	Weapons and Mass Destruction (WMD) Training Records Disposition Authority Number DAA-0059-2011-0003-0002
3	WMD Training Curriculum Disposition Authority Number DAA-0059-2011-0003-0003
4	Post Trip Report Disposition Authority Number DAA-0059-2011-0003-0004
5	Contract Management Files Disposition Authority Number DAA-0059-2011-0003-0005
6	Escape Mask Program Disposition Authority Number DAA-0059-2011-0003-0006

## Records Schedule Items

Sequence Number	
1	<p><b>Training Equipment Inventory Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2011-0003-0001</b></p> <p><b>Contains documentation of WMD training equipment inventoried and used at posts worldwide to address radiological, responder and decontamination situations Inventories includes but not limited to equipment types required such as masks, hoods, sampling kits, duffle bag kits, Tyvek suites, gloves, canteens, booties and other related equipment, as well as, quantity of equipment issued, receiving and shipping details, and other related information</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff in year in which shelf life expires</b></p> <p>Retention Period                         <b>Destroy 20 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Weapons and Mass Destruction (WMD) Training Records</b></p> <p>Disposition Authority Number      <b>DAA-0059-2011-0003-0002</b></p> <p><b>Records related to the various types of training provided to all personnel under the Chiefs of Missions worldwide, the name and number of attendees, to include but not limited to, contractors, Foreign Service Nationals (FSNs), local guards, and other designated security personnel from the Department of Defense (DOD) and the Federal Bureau of Investigation (FBI) stationed at posts, and name of training instructors at posts as well as the type of training employees received and completed</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p>

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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? **Yes**  
Do any of the records covered by this item exist as structured electronic data? **No**  
**Disposition Instruction**  
Cutoff Instruction **Cutoff in fiscal year in which training occurs**  
Retention Period **Destroy 20 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**WMD Training Curriculum**

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

**Binders consisting of WMD training manual for overseas posts and domestic offices including documentation on techniques and curriculum reviews**

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 superseded**

**Additional Information**

GAO Approval **Not Required**

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**Post Trip Report**

Disposition Authority Number **DAA-0059-2011-0003-0004**

**Informal WMD program review of post between WMD and Regional Security Officers (RSOs) to include Chemical, Biological, Radiological or Nuclear (CBRN) attacks**

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

**Disposition Instruction**  
 Cutoff Instruction **Cutoff in fiscal year**  
 Retention Period **Destroy 7 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**Contract Management Files**

Disposition Authority Number **DAA-0059-2011-0003-0005**

**Consists of records on burn rate, invoices, training funding, requisitions, travel and labor costs, contract hires and copies of vouchers and contracts**

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 by fiscal year in which contract is closed**  
 Retention Period **Destroy 3 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

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**Escape Mask Program**

Disposition Authority Number **DAA-0059-2011-0003-0006**

**Documents pertaining to the issuance of training Escape Masks domestically and tracking information on the expiration information for replacement**

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 when 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
03/14/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
12/10/2012	Return for Revision	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
03/01/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/07/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/26/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/27/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/27/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/29/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist