

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0006**
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 Deputy Executive Director & Management Services**
Schedule Subject **DS Deputy Executive Director & Management Services Records**
Internal agency concurrences will be provided **No**

Background Information **Records Schedule contains records for multiple DS offices under the Office of Deputy Executive Director & Management Services includes Logistical Services, Contracting & Procurement, Policy & Planning and Freedom of Information Act-Privacy Act.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	2	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0006

Sequence Number	
1	Logistical Services Division
1.1	Facilities and Space Management Files Disposition Authority Number: DAA-0059-2011-0006-0001
1.2	Property Inventory Management Files - Domestic Disposition Authority Number: DAA-0059-2011-0006-0002
2	Contracting and Procurement Division
2.1	Security Grants and Cooperative Agreements Files Disposition Authority Number: DAA-0059-2011-0006-0003
3	Policy and Planning Division
3.1	Overseas Security Policy Board (OSPB) Historical Files- Arrange by subject or type of records Disposition Authority Number: DAA-0059-2011-0006-0004
3.2	Overseas Security Policy Board (OSPB) Working Files - Arrange by subject or type of records Disposition Authority Number: DAA-0059-2011-0006-0005
3.3	Special Protective Equipment Review Board (SPE Review Board) - Historical Files Disposition Authority Number: DAA-0059-2011-0006-0006
3.4	Special Protective Equipment Review Board (SPE Review Board) – Working Files Disposition Authority Number: DAA-0059-2011-0006-0007
3.5	Performance and Accountability Reports Disposition Authority Number: DAA-0059-2011-0006-0008
3.6	Mission Strategic Plan Working Files Disposition Authority Number: DAA-0059-2011-0006-0009
4	Freedom of Information Act - Privacy Act Division
4.1	Congressional and Agency Correspondence Files Disposition Authority Number: DAA-0059-2011-0006-0010

Records Schedule Items

Sequence Number	
1	Logistical Services Division
1.1	Facilities and Space Management Files
	Disposition Authority Number DAA-0059-2011-0006-0001
	Documentation regarding facilities and space management for Diplomatic Security (DS) domestic and overseas properties that include but not limited to floor plans for moves, renovations, and upgrades; designs; inventory 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
	Cutoff Instruction Unknown
	Transfer to Inactive Storage Unknown
	Retention Period Destroy when facilities are no longer government-owned or government-leased.
	Additional Information
	GAO Approval Not Required
1.2	Property Inventory Management Files - Domestic
	Disposition Authority Number DAA-0059-2011-0006-0002
	Inventory reports, inspection reports, property receipts and other documentation of accountable, expendable and nonexpendable property including but not limited to equipment, supplies, services 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

Cutoff Instruction **Cutoff at end of fiscal year.**

Retention Period **Destroy 3 year(s) after *Cutoff.***

Additional Information

GAO Approval **Not Required**

2 **Contracting and Procurement Division**

2.1 **Security Grants and Cooperative Agreements Files**

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

Individual grants (originals) and cooperative agreements (originals) on antiterrorism training, protective services, and covering amendments, basic agreements, cash transaction reports, certifications, correspondence, expenditures, FBI, Federal Assistance Award (DS-1909), final products, final reports, grant program, local police, OIG audit reports, Cost Principles for State and payments (copies of), protection, reports, schedules, services, tasking orders, training, vehicles, and other related subjects.

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 7 years after final payment or termination of agreement, whichever is sooner.**

Additional Information

GAO Approval **Not Required**

- 3 Policy and Planning Division
- 3.1 Overseas Security Policy Board (OSPB) Historical Files- Arrange by subject or type of records
- Disposition Authority Number DAA-0059-2011-0006-0004
- Documentation of interagency subcommittees, working groups or other subgroup of advisory committee, that support their reports and recommendations to the full or parent committee. Includes the records of the Overseas Security Policy Group which was predecessor group to the OSPB. Documentation includes but not limited to executive meeting minutes, transcripts, reports, correspondence briefing materials, policies, standards, agreements and other related documentation regarding all types of security operations, programs, and projects for the United States Government operations at the U.S. missions abroad.
- Final Disposition Permanent
- 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 files when 10 years old.
- Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks, 25 years after cutoff.
- Additional Information
- First year of records accumulation 2005
- What will be the date span of the initial transfer of records to the National Archives? Unknown
unknown
- How frequently will your agency transfer these records to the National Archives? Unknown
unknown
- 3.2 Overseas Security Policy Board (OSPB) Working Files - Arrange by subject or type of records
- Disposition Authority Number DAA-0059-2011-0006-0005
- Files that relate to day-to-day activities of the Advisory Board that do not contain unique information of historical value, including such records as correspondence, reference and working files.

	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 calendar year.
	Retention Period	Destroy 3 year(s) after <i>cutoff</i> .
	Additional Information	
	GAO Approval	Not Required
3.3	Special Protective Equipment Review Board (SPE Review Board) - Historical Files	
	Disposition Authority Number	DAA-0059-2011-0006-0006
	The Special Protective Equipment Review Board develops policies and procedures and provides guidance to DS Special Agents and others on the authorities and use of special protective equipment. Documentation includes but not limited to meeting minutes; final policy discussions and decisions; reports; working groups; memorandums, correspondence with external entities; responses; and other documentation relating to the work and activities including the records of the Firearms Policy and Review Board (FPRB) which was the predecessor group to the SPE Review Board.	
	Final Disposition	Permanent
	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 records when 10 years old.
	Transfer to the National Archives for Accessioning	Transfer to National Archives in 10 year blocks, 25 years after cutoff.
	Additional Information	
	First year of records accumulation	2009

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown
How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

3.4

Special Protective Equipment Review Board (SPE Review Board) – Working Files

Disposition Authority Number DAA-0059-2011-0006-0007

Files that relate to day-to-day activities of the Special Protective Equipment Review Board that do not contain unique information of historical value, including such records as correspondence, draft policy recommendations, reference and working files including the records of the Firearms Policy and Review Board (FPRB) which was the predecessor group to the SPE Review Board.

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 the end of the calendar year.
Retention Period Destroy 3 year(s) after *cutoff*.

Additional Information

GAO Approval Not Required

3.5

Performance and Accountability Reports

Disposition Authority Number DAA-0059-2011-0006-0008

Files contain copies of Performance Accountability Reports submissions to Office of Management and Budget (OMB); tracking of performance measurements and resources for program requirements for security domestic offices and overseas posts and other related documentation.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in Yes

	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 annually.
	Retention Period	Destroy 5 year(s) after cut-off or when no longer needed occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
3.6	Mission Strategic Plan Working Files	
	Disposition Authority Number	DAA-0059-2011-0006-0009
	Correspondence, memorandums, plans, reports, cables, cost analysis and other related subject regarding strategic planning process for security matters.	
	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 3 year(s) after <i>cut-off</i> .
	Additional Information	
	GAO Approval	Not Required
4	Freedom of Information Act - Privacy Act Division	
4.1	Congressional and Agency Correspondence Files	
	Disposition Authority Number	DAA-0059-2011-0006-0010
	Copies of congressional correspondence, litigation taskers and other documentation related to official requests includes but not limited to Congress, Department of Defense, Department of Justice, internal bureaus and other	

agencies referred to Diplomatic Security requiring a search of DS records and the preparation of a response.

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 year(s) after *cut off.*

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
06/19/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
07/29/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/29/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/04/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/09/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/12/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist