

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0008**
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 **Certification, Accreditation & Transit Security Branch**
Schedule Subject **Certification, Accreditation & Transit Security 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0008

Sequence Number	
1	Accreditation Inspections Program Files Disposition Authority Number DAA-0059-2011-0008-0001
2	Transit Security Program Files
2 1	Anomaly Disposition Authority Number DAA-0059-2011-0008-0002
2 2	Non-Anomaly/Regular Disposition Authority Number DAA-0059-2011-0008-0003

Records Schedule Items

Sequence Number	
1	<p>Accreditation Inspections Program Files</p> <p>Disposition Authority Number DAA-0059-2011-0008-0001</p> <p>Accreditation inspection reports certified to Congress, physical and technical evaluations, cables and other related documentation to ensure compliance with Overseas Security Policy Board (OSPB) security standards, construction security plans and operational security systems prior to occupancy of a facility The files are arranged by post</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>Cutoff Instruction Cutoff when facility is decommissioned</p> <p>Retention Period Destroy/delete 5 years after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Transit Security Program Files</p> <p>Copies of whole and/or partial contracts, documentation regarding consolidated receiving point certifications, container certification schedules and container decertification schedules, shipping schedules, correspondence, memoranda, telegrams related to transit security plans, procurement, projects, shipments, storage and other related information Files are arranged by subject</p>
2 1	<p>Anomaly</p> <p>Disposition Authority Number DAA-0059-2011-0008-0002</p> <p>Documentation regarding irregularities occurring during shipping and transiting of materials</p> <p>Final Disposition Temporary</p>

2 2	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	N1-059-94-43, Item 60 and Item 61
	Disposition Instruction	
	Cutoff Instruction	Cutoff when the facility to which anomaly relates is decommissioned
	Retention Period	Destroy/delete 5 years after cutoff
	Additional Information	
	GAO Approval	Not Required
	Non-Anomaly/Regular	
	Disposition Authority Number	DAA-0059-2011-0008-0003
	Documentation regarding shipping and transiting of materials without irregularities	
	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	N1-059-94-43, Item 60 and Item 61
	Disposition Instruction	
Cutoff Instruction	Cutoff files annually	
Retention Period	Destroy/delete 5 years after cutoff or when no longer needed, 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
03/21/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/27/2012	Return for Revision	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
05/09/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/30/2012	Submit for Concurrence	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
07/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/03/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist