

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0010**
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 **Special Investigations Division**
Schedule Subject **Special Investigations Division Records Responsibility (DS/ICI/SID)**
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0059-2011-0010

| Sequence Number | |
|-----------------|--|
| 1 | Criminal Investigations Case Files Disposition Authority Number DAA-0059-2011-0010-0001 |
| 2 | Administrative Investigations Case Files Disposition Authority Number DAA-0059-2011-0010-0002 |
| 3 | Investigative Management System (IMS-C) - Classified Disposition Authority Number DAA-0059-2011-0010-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Criminal Investigations Case Files</p> <p>Disposition Authority Number DAA-0059-2011-0010-0001</p> <p>Contains documentation on criminal investigations of Department of State employees, contractors, local employed staff, and all U S Government personnel under the Chief of Mission authority who have been accused of, but not limited to, misconduct related to unauthorized disclosure, compromise of classified and sensitive information, financial wrongdoing, abuse or misuse of Diplomatic Pouch, sexual assault, suspicious death, homicide or suicide of an Employee, domestic violence, child abuse and child neglect, and use of unnecessary force</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year in which case closed</p> <p>Transfer to Inactive Storage Retire 5 years after cutoff</p> <p>Retention Period Destroy 30 years after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Administrative Investigations Case Files</p> <p>Disposition Authority Number DAA-0059-2011-0010-0002</p> <p>Contains documentation on administrative investigations of Department of State employees, contractors, local employed staff, and all U S Government personnel under the Chief of Mission authority who have been accused of, but not limited to, workplace violence, loss and/or theft of DS Special Protective Equipment, fraud, computer misuse (i.e. gambling, pornographic content), substance abuse and media (lost/misuse)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> |

| | | |
|-------------------------|---|---|
| 3 | 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 in which case closed |
| | Transfer to Inactive Storage | Retire 5 years after cutoff |
| | Retention Period | Destroy 30 years after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| | Investigative Management System (IMS-C) - Classified | |
| | Disposition Authority Number | DAA-0059-2011-0010-0003 |
| | Master File - an electronic tracking system used to control and document criminal and administrative investigations. Information covers case background, case allegation, case documented interviews, evidence, surveillance videos/audio tapes, pictures, post records and foreign government records, and related investigative 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/delete master file data 100 years after case closes. NOTE: If the Bureau of Diplomatic Security becomes aware of any significant or precedent-setting cases that may warrant preservation, notify NARA for an independent appraisal of these cases. | |
| 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 |
|------------|--------------------------|-------------------|---|--|
| 04/06/2011 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 05/18/2012 | Return for Revision | Meredith Scheiber | Appraiser | National Archives and Records Administration - Records Management Services |
| 07/20/2012 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 07/20/2012 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 07/23/2012 | Return for Revision | Meredith Scheiber | Appraiser | National Archives and Records Administration - Records Management Services |
| 07/25/2012 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 07/25/2012 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 10/17/2012 | Submit for Concurrence | Meredith Scheiber | Appraiser | National Archives and Records Administration - Records Management Services |
| 10/18/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 10/18/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 10/24/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |