

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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