

## Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2011-0011  
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 Domestic Operations  
Schedule Subject                Office of Domestic Operations 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2011-0011

Sequence Number	
1	Action Memoranda and Information Memoranda Files Disposition Authority Number DAA-0059-2011-0011-0001
2	Memorandum of Agreements (MOAs) and Memorandum of Understandings (MOUs) Disposition Authority Number DAA-0059-2011-0011-0002
3	Congressional Inquiries Files Disposition Authority Number DAA-0059-2011-0011-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="351 385 1120 417"><b>Action Memoranda and Information Memoranda Files</b></p> <p data-bbox="351 438 1174 470">Disposition Authority Number      <b>DAA-0059-2011-0011-0001</b></p> <p data-bbox="351 491 1538 651">Consist of requests for action as well as information memorandums from the Office for Domestic Operations relating to subject matters pertaining to, but not limited to, policy, projects, issues related to the protection of staff, budgetary matters, and criminal and administrative investigations</p> <p data-bbox="351 661 935 693">Final Disposition                      <b>Temporary</b></p> <p data-bbox="351 715 868 746">Item Status                              <b>Active</b></p> <p data-bbox="351 768 835 800">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="351 821 819 959">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="351 991 670 1023">Disposition Instruction</p> <p data-bbox="351 1044 1215 1076">Cutoff Instruction                      <b>Cut off at end of calendar year</b></p> <p data-bbox="351 1098 1447 1172">Retention Period                      <b>Destroy 3 years after cut off or when no longer needed, whichever is later</b></p> <p data-bbox="351 1215 670 1247">Additional Information</p> <p data-bbox="351 1268 968 1300">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="351 1332 1438 1406"><b>Memorandum of Agreements (MOAs) and Memorandum of Understandings (MOUs)</b></p> <p data-bbox="351 1427 1174 1459">Disposition Authority Number      <b>DAA-0059-2011-0011-0002</b></p> <p data-bbox="351 1481 1538 1555">Interagency and Intra-agency MOAs and MOUs on security, criminal and protective operations worldwide</p> <p data-bbox="351 1576 935 1608">Final Disposition                      <b>Temporary</b></p> <p data-bbox="351 1630 868 1661">Item Status                              <b>Active</b></p> <p data-bbox="351 1683 835 1715">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="351 1736 819 1874">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="351 1906 670 1938">Disposition Instruction</p>

3	Cutoff Instruction	Cut off at end calendar year in which signed
	Retention Period	Destroy 3 years after cut off or when no longer needed, whichever is later
	Additional Information	
	GAO Approval	Not Required
	<b>Congressional Inquiries Files</b>	
	Disposition Authority Number	DAA-0059-2011-0011-0003
	Consist of copies of responses to Congressional inquiries concerning Domestic Operations (DO) and copies of testimony of other Federal Law Enforcement agencies reviewed by DO	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 3 years after cut off 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
04/13/2011	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
05/31/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
06/01/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/24/2012	Submit for Concurrence	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/27/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist