

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>Action Memoranda and Information Memoranda Files</p> <p>Disposition Authority Number DAA-0059-2011-0011-0001</p> <p>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>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 Cut off at end of calendar year</p> <p>Retention Period Destroy 3 years after cut off or when no longer needed, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Memorandum of Agreements (MOAs) and Memorandum of Understandings (MOUs)</p> <p>Disposition Authority Number DAA-0059-2011-0011-0002</p> <p>Interagency and Intra-agency MOAs and MOUs on security, criminal and protective operations worldwide</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>

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
	Congressional Inquiries Files	
	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
	Disposition Instruction	
	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