

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0012**
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 Administration**
Minor Subdivision **Office of Commissary and Recreation**
Schedule Subject **Office of Commissary and Recreation Records (A/OPR/CR)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0012

Sequence Number	
1	Audits, Financial Statements, and Management Letters Disposition Authority Number DAA-0059-2011-0012-0001
2	Bylaws Disposition Authority Number DAA-0059-2011-0012-0002
3	Charters Disposition Authority Number DAA-0059-2011-0012-0003
4	Compliance Certifications Disposition Authority Number DAA-0059-2011-0012-0004
5	Federal Acquisition Regulation (FAR) Waivers Disposition Authority Number DAA-0059-2011-0012-0005
6	Insurance Waivers Disposition Authority Number DAA-0059-2011-0012-0006
7	Legal Opinions Disposition Authority Number DAA-0059-2011-0012-0007
8	License Agreements Disposition Authority Number DAA-0059-2011-0012-0008
9	Employee Association Liquidations Disposition Authority Number DAA-0059-2011-0012-0009

Records Schedule Items

Sequence Number	
1	<p>Audits, Financial Statements, and Management Letters</p> <p>Disposition Authority Number DAA-0059-2011-0012-0001</p> <p>Consolidated financial reports compiled by an auditor based on US GAAP (Generally Accepted Accounting Principles), and the financial information provided by employee associations at various posts abroad Documents in this series include Audit Reports, Auditor Independence Statements, Annual Association Prepared Financial Statements, Semi-Annual Financial Statements, Ratio Analyses, and Management Letters</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>Retention Period Destroy when 7 years old</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Bylaws</p> <p>Disposition Authority Number DAA-0059-2011-0012-0002</p> <p>Original Bylaws drafted by each employee association abroad Documents are reviewed by the Office of Commissary and Recreation Affairs, and approved by the Assistant Secretary of Administration The Bylaws outline the association's parliamentary procedures, membership categories, rights and privileges</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	Retention Period	Destroy when superseded or obsolete
	Additional Information	
	GAO Approval	Not Required
	Charters	
	Disposition Authority Number	DAA-0059-2011-0012-0003
	Original Charters drafted by each employee association abroad Documents are reviewed by the Office of Commissary and Recreation Affairs, and approved by the Assistant Secretary of Administration The Charter provides the association with the authority to operate, and outlines the services that it is authorized to provide	
	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		
Retention Period	Destroy when no longer needed for Agency business	
Additional Information		
GAO Approval	Not Required	
4	Compliance Certifications	
	Disposition Authority Number	DAA-0059-2011-0012-0004
	Certification from the Chief of Mission indicating that their respective employee association is properly managed and in full compliance with its charter and bylaws according to 6 FAM 500 regulations	
	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	
	Retention Period	Destroy when 5 years old

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Additional Information

GAO Approval Not Required

Federal Acquisition Regulation (FAR) Waivers

Disposition Authority Number DAA-0059-2011-0012-0005

The Office of Commissary and Recreation Affairs, along with the Procurement Executive, are authorized to issue employee associations class exceptions, on a case-by-case basis, to FAR 3 601

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

Retention Period Destroy when superseded or obsolete

Additional Information

GAO Approval Not Required

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Insurance Waivers

Disposition Authority Number DAA-0059-2011-0012-0006

According to 6 FAM 530, employee associations are required to obtain general liability, property, and bonding insurance. When an association Board of Directors believes insurance to be prohibitively expensive or unnecessary, it may request a waiver from the Office of Commissary and Recreation Affairs

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

Retention Period Destroy when superseded or obsolete

Additional Information

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GAO Approval Not Required

Legal Opinions

Disposition Authority Number DAA-0059-2011-0012-0007

Copies of various legal opinions connected with employee association operations

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

Retention Period Destroy when no longer needed for Agency business

Additional Information

GAO Approval Not Required

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License Agreements

Disposition Authority Number DAA-0059-2011-0012-0008

Documents logistical support provided by post, the rights and responsibilities of each party, and stipulates a fee for use of the property, if appropriate

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

Retention Period Destroy when superseded

Additional Information

GAO Approval Not Required

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Employee Association Liquidations

Disposition Authority Number DAA-0059-2011-0012-0009

Files contain documents supporting the suspension/liquidation of employee associations Includes such things as bank statements, receipts, credit card statements, reconciliation reports, copies of checks, etc

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

Cutoff Instruction Cutoff when case is closed

Transfer to Inactive Storage Transfer to Records Service Center

Retention Period Destroy 10 year(s) after cutoff

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
05/06/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/04/2012	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
04/23/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/30/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/31/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
08/01/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/13/2012	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
09/28/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/28/2012	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