

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0014**
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 International Organizations**
Minor Subdivision **Office of Policy, Regional, and Functional Organizations**
Schedule Subject **Office of Policy, Regional, and Functional Organizations Records (IO/
PRF)**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0014

Sequence Number	
1	Policy & Program Files Disposition Authority Number DAA-0059-2011-0014-0001
2	Subject Files Disposition Authority Number DAA-0059-2011-0014-0002

Records Schedule Items

Sequence Number	
1	<p>Policy & Program Files</p> <p>Disposition Authority Number DAA-0059-2011-0014-0001</p> <p>Documents establishing the creation and mandates for the office of Policy, Regional and Functional Organizations Includes mission statements, planning documents, and files documenting program-related travel proposals Filed chronologically</p> <p>Final Disposition Permanent</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 Unknown</p> <p>Transfer to Inactive Storage Unknown</p> <p>Transfer to the National Archives for Accessioning Retire to the Records Service Center in five-year blocks Transfer to the National Archives when 25 years old</p> <p>Additional Information</p> <p>First year of records accumulation 2011</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p>
2	<p>Subject Files</p> <p>Disposition Authority Number DAA-0059-2011-0014-0002</p> <p>Working files organized by country, region, or topic Includes correspondence, briefing checklists, information memorandums, action memorandums, funding</p>

**proposals, draft resolutions, demarches, talking points, briefing books, biographies,
background and issue papers**

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 **Unknown**

Transfer to Inactive Storage **Unknown**

Retention Period **Destroy when 10 years old**

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
06/29/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
06/25/2012	Return for Revision	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
08/14/2012	Submit For Certification	William Wolchak	Program Analyst	A Bureau - Records and Archives Management
08/17/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/22/2012	Submit for Concurrence	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
08/22/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/27/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/28/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist