

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2011-0017
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 Office of the Under Secretary for Management
Minor Subdivision Office of Management Policy, Rightsizing, and Innovation
Schedule Subject eCountry Clearance System (eCC) Schedule
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0017

Sequence Number	
1	eCountry Clearance System (eCC)
1 1	Master File Disposition Authority Number DAA-0059-2011-0017-0001

Records Schedule Items

Sequence Number	
1	<p>eCountry Clearance System (eCC) eCC is an electronic information system that provides for on-line submission and processing of country clearance requests for travelers from any approved US Government agency or organization who are traveling abroad on US Government business. Country clearance requests are initiated by either the traveler or the sponsoring agency. Department employees access eCC using OpenNet (Intranet), and other agency employees have access world-wide on the Internet. eCC provides a variety of activity-based queries and reports. The application was launched in 2007.</p>
1 1	<p>Master File</p> <p>Disposition Authority Number DAA-0059-2011-0017-0001</p> <p>eCC contains travel request data for individuals, both Government employees and contractors, who are traveling to a post on official US Government business. Data includes travel itinerary, basic information about the traveler (name, agency, contact information, employment type, country of birth, emergency contact, passport type, number and country, and clearance level), travel dates, destination and transit countries, purpose of travel, mode of travel, point of contact at post, assistance required, and accommodations. The system also includes reference data on all available countries and posts worldwide to assist the requester and/or traveler in preparing for the trip. This data is updated as needed by post administrators. eCC does not contain superseded data or classified information. Classified country clearance requests are sent by cable.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Delete or destroy when 5 years old</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
09/26/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
01/10/2012	Submit for Concurrence	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/10/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/10/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
01/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist