

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2012-0002
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 Public Affairs Office (DS/PA)
Schedule Subject DS Office of Public Affairs 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	2	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0002

Sequence Number	
1	Public Affairs - Subject Files Disposition Authority Number: DAA-0059-2012-0002-0001
2	Public Affairs – Newsletter Disposition Authority Number: DAA-0059-2012-0002-0002
3	Public Affairs - Publications Disposition Authority Number: DAA-0059-2012-0002-0003
4	Public Affairs – Photographs Disposition Authority Number: DAA-0059-2012-0002-0004
5	Public Affairs – Presentations Disposition Authority Number: DAA-0059-2012-0002-0005
6	Public Affairs – DVD-Video Disposition Authority Number: DAA-0059-2012-0002-0006
7	Public Affairs – DS History Disposition Authority Number: DAA-0059-2012-0002-0007

Records Schedule Items

Sequence Number	
1	<p>Public Affairs - Subject Files</p> <p>Disposition Authority Number DAA-0059-2012-0002-0001</p> <p>Includes copies of press releases issued through the Department's press office or the Diplomatic Security (DS) web site; copies of press guidance for use by the Department's spokesman and DS personnel when speaking to the news media or public audiences; copies of speeches made by the DS Assistant Secretary and Deputy Assistant Secretary; clearances on writing for publication and public speeches given by DS employees on matters of official concern; written responses to media queries; media interviews; information related to media policy guidance; background information on preparation of informational and educational materials; information on outreach programs, such as the A-OK Program (Alert Overseas Kids) and the Sentry Kids Identification System; and materials for exhibits.</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>GRS or Superseded Authority Citation N1-059-92-19, item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Retention Period Destroy when 10 years old or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Public Affairs – Newsletter</p> <p>Disposition Authority Number DAA-0059-2012-0002-0002</p> <p>Internal newsletter covering DS mission-related topics and items of interest to DS employees, including, but not limited to, employee activities, events, awards, or bureau news Includes background and research materials.</p> <p>Final Disposition Temporary</p>

	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 when 10 years old or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
3	Public Affairs - Publications	
	Disposition Authority Number	DAA-0059-2012-0002-0003
	Includes copies of the DS annual report, annual reports of other DS offices; brochures describing the mission of DS; and DS recruitment brochures. Excluded are historical publications on DS.	
	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
	GRS or Superseded Authority Citation	N1-059-92-19, item 2a and item 2b
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year in which publication was produced.
	Retention Period	Destroy when 10 years old or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
4	Public Affairs – Photographs	
	Disposition Authority Number	DAA-0059-2012-0002-0004

Photographs depicting DS mission-related activities that may be used in brochures, presentations, exhibits, and other products.

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **N1-059-92-19, item 2c; and items 5a, 5b, and 5c**

Disposition Instruction

Transfer to the National Archives for Accessioning **Copy existing images and metadata and transfer to NARA in an acceptable format upon approval of schedule. Thereafter, every five years, copy images and metadata and transfer to NARA in an acceptable format at the time of transfer.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Date span of initial transfer is unknown at this time.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

5

Public Affairs – Presentations

Disposition Authority Number **DAA-0059-2012-0002-0005**

Consists of PowerPoint slide presentations on DS mission-related topics that are used to support internal and external program activities.

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**

6

Disposition Instruction

Retention Period Destroy when obsolete or superseded, whichever is sooner.

Additional Information

GAO Approval Not Required

Public Affairs – DVD-Video

Disposition Authority Number DAA-0059-2012-0002-0006

Consists of digital video disks (DVDs) or other storage media format created by DS or created by and for others on DS mission-related topics, such as copies of news clips and commercial productions or DS internal training topics that are used to support internal and external program activities. This item excludes DS produced video on DS history .

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

GRS or Superseded Authority Citation N1-059-92-19, items 3 and 4b

Disposition Instruction

Retention Period Destroy when obsolete, superseded, or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

Public Affairs – DS History

Disposition Authority Number DAA-0059-2012-0002-0007

Consist of publications and other productions created by Public Affairs on historical aspects of the Bureau of Diplomatic Security, as well as, for external and/or internal publication.

Final Disposition Permanent

Item Status Active

7

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
GRS or Superseded Authority Citation	N1-059-92-19, item 4a(1)
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year in which produced.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 years after cutoff. For video productions, transfer 5 years after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown The date span of the initial transfer is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 15 Years

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
04/09/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
01/03/2014	Return for Revision	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
01/29/2014	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
01/30/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
02/27/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/05/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/05/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/05/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist