

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2012-0004**
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 Logistics Management (A/LM)**
Schedule Subject **Records Schedule for the Risk Analysis and Management (RAM)
System**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0004

Sequence Number	
1	Risk Analysis and Management (RAM) System
1 1	RAM System Master File - Yea Decisions Disposition Authority Number DAA-0059-2012-0004-0001
1 2	RAM System Master File - Nay Decisions Disposition Authority Number DAA-0059-2012-0004-0002

Records Schedule Items

Sequence Number	
1	<p>Risk Analysis and Management (RAM) System The Risk Analysis and Management (RAM) system facilitates the management, collection and screening of information from organizations that wish to apply for Department of State contracts and grants to ensure that no Department of State funds are purposefully or inadvertently used to provide support to entities or individuals deemed to be a risk to national security. Organizations and businesses applying for Department of State contracts or grants are requested to submit a DS-4184 Information Form for all key personnel, including but not limited to, President, Vice President and Board of Directors, or other individuals with operational control of the organization or those individuals that administer funds. Information collected on the DS-4184 is entered into RAM by Department of State employees. Analysts manually vet the information in RAM using a number of intelligence databases. The RAM master file contains the following information: name, date of birth, place of birth, gender, citizenship(s), social security number or legal permanent resident number, e-mail address, current employer, and job title.</p>
1 1	<p>RAM System Master File - Yea Decisions Disposition Authority Number DAA-0059-2012-0004-0001</p> <p>Records of individuals, organizations or businesses cleared during the vetting process</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/destroy one year after contract or grant is awarded</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1 2	<p>RAM System Master File - Nay Decisions</p>

Disposition Authority Number	DAA-0059-2012-0004-0002
Records of individuals not cleared during the vetting process	
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?	Yes
Disposition Instruction	
Retention Period	Delete/Destroy seven years after final decision
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
04/16/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/05/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
04/12/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/12/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
05/20/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/21/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/21/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/30/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist