

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2012-0005
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 Information Programs and Services (A/GIS/IPS)
Schedule Subject A/GIS/IPS Staff Assistants Records 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0005

Sequence Number	
1	Student Employee Correspondence Disposition Authority Number DAA-0059-2012-0005-0001
2	Student Recruitment Files Disposition Authority Number DAA-0059-2012-0005-0002
3	Standard Operations Procedures - SOPs Disposition Authority Number DAA-0059-2012-0005-0003
4	Tracking and Control System Records Disposition Authority Number DAA-0059-2012-0005-0004
5	Policy and Procedures Files Disposition Authority Number DAA-0059-2012-0005-0005
6	Staff Assistants' Files Disposition Authority Number DAA-0059-2012-0005-0006

Records Schedule Items

Sequence Number	
1	<p>Student Employee Correspondence</p> <p>Disposition Authority Number DAA-0059-2012-0005-0001</p> <p>Consists of general correspondence to include, but not limited to, requests for personal and academic documentation, students' work plans, students' schedules, instructional and guidance emails for current students, intake processes and program updates</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 1 year after end of student employment</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Student Recruitment Files</p> <p>Disposition Authority Number DAA-0059-2012-0005-0002</p> <p>Contains correspondence to Universities, candidates rankings and statistics, resumes, data call requests, interview instructions, posted job vacancies announcements, meeting notes, correspondence with new recruits, letters to Supervisors for new recruits, progress and issue reports, as well as program status reports</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 3 years old or when no longer needed, whichever is later

Additional Information

GAO Approval Not Required

Standard Operations Procedures - SOPs

Disposition Authority Number DAA-0059-2012-0005-0003

Consists of established standard operational procedures and guidance for conducting day-to-day official business within the office. Annually updated and kept in hard copy

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 Cutoff at end of calendar year

Retention Period Destroy when superseded

Additional Information

GAO Approval Not Required

4

Tracking and Control System Records

Disposition Authority Number DAA-0059-2012-0005-0004

Logs, registers, excel spreadsheets and other records used to control or document student employment programs, (i.e., the Student Career Experience Program-SCEP and PATHWAYS). Included are statistical data reports, graphs, logs, recommendations and referrals and other similar records used solely to control work flow

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

5	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy when 3 years old or when no longer needed, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
	Policy and Procedures Files	
	Disposition Authority Number	DAA-0059-2012-0005-0005
	Material regarding the development and implementation of internal organizational policies and procedures, such as materials pertaining to the realignment of organizational IT resources, and Memorandums of Agreement (MOAs) and Memlorandums of Understanding (MOUs) which establish working arrangements involving IPS and other offices, divisions, bureaus, or agencies	
	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	Cutoff when superseded, updated, or no longer in effect
Retention Period	Destroy 10 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
6	Staff Assistants' Files	
	Disposition Authority Number	DAA-0059-2012-0005-0006
	Subject Files. Memorandums, notes, reports, and taskers regarding IPS operations, such as those originating within various IPS divisions and requiring the IPS Director's clearance, and the attendant notes, logs, and excel charts used by the IPS Front Office to monitor and organize those items	
	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	
Retention Period	Destroy when no longer needed for operational purposes
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
05/23/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
10/11/2012	Return for Revision	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
10/19/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
10/19/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
01/15/2013	Submit for Concurrence	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
01/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/17/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist