

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2012-0006**  
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, Global Information Services**  
Minor Subdivision                **Office of Directives Management (A/GIS/DIR)**  
Schedule Subject                 **Directives Management (A/GIS/DIR) 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>11</b>	<b>3</b>	<b>8</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2012-0006

Sequence Number	
1	Regulatory and Procedural Issuances Disposition Authority Number DAA-0059-2012-0006-0001
2	Regulatory and Procedural Docket Files Disposition Authority Number DAA-0059-2012-0006-0002
3	Forms Control Files Disposition Authority Number DAA-0059-2012-0006-0003
4	Department of State Information Collections Disposition Authority Number DAA-0059-2012-0006-0004
5	Department of State Initiated Rules Disposition Authority Number DAA-0059-2012-0006-0005
6	Other Agency Proposed Rules Disposition Authority Number DAA-0059-2012-0006-0006
7	Regulations and Notice Published in the Federal Register Disposition Authority Number DAA-0059-2012-0006-0007
8	Office Operating Policies and Procedures Files Disposition Authority Number DAA-0059-2012-0006-0008
9	Publication Project Files Disposition Authority Number DAA-0059-2012-0006-0009
10	Directive Management Website Web Content Disposition Authority Number DAA-0059-2012-0006-0010
11	OMB Reporting File Disposition Authority Number DAA-0059-2012-0006-0011

## Records Schedule Items

Sequence Number	
1	<p data-bbox="371 409 900 441"><b>Regulatory and Procedural Issuances</b></p> <p data-bbox="371 451 1164 493">Disposition Authority Number      <b>DAA-0059-2012-0006-0001</b></p> <p data-bbox="371 504 1539 976"><b>Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbooks, and Change Transmittal letters (CTs), organization charts of the Department of State, and numbered delegations of authority One complete master set of each series final issuances as of the last day of each calendar year, and all superseded versions of those issuances that were revised during that same calendar year including the Foreign Affairs Manual, Foreign Affairs Handbooks, Change Transmittal letters (CTs), organizational charts of the Department of State and numbered delegations of authority Existing hard copy files have been retroactively scanned from 1961 through December 31, 2010 New files are being scanned and retained by DIR in electronic format beginning January 1, 2011 NOTE Records dating from January 1, 2011 to present are all electronic and records dating from December 31, 2000 and back are hard copy only.</b></p> <p data-bbox="371 997 941 1039">Final Disposition                      <b>Permanent</b></p> <p data-bbox="371 1050 875 1092">Item Status                              <b>Active</b></p> <p data-bbox="371 1102 842 1144">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="371 1155 842 1281">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="371 1291 834 1386">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="371 1396 1082 1470">GRS or Superseded Authority Citation      <b>N1-59-95-4, item 29a</b></p> <p data-bbox="371 1491 685 1533"><b>Disposition Instruction</b></p> <p data-bbox="371 1543 1230 1648">If this item has multiple sections, indicate here records to which this section apply                      <b>Non-electronic Textual Records</b></p> <p data-bbox="371 1659 1503 1732">Cutoff Instruction                      <b>Cutoff records of completed series at the end of the calendar year.</b></p> <p data-bbox="371 1743 1539 1827">Transfer to Inactive Storage              <b>Retire the hard copy files to RSC 10 years after cutoff for transfer to WNRC.</b></p>

Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 10 year blocks 25 year(s) after cutoff

**Additional Information**

First year of records accumulation	1920
End year of records accumulation	2010
What will be the date span of the initial transfer of records to the National Archives?	Unknown
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	Cutoff records of completed series at the end of the calendar year
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff
Transfer to the National Archives for Accessioning	Legally transfer records to the National Archives in 10 year blocks 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?	Unknown Accumulative period began 1/1/2011
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

**Regulatory and Procedural Docket Files**

Disposition Authority Number	DAA-0059-2012-0006-0002
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Consists of docket files for each revision to issuances in the Foreign Affairs Manual, Foreign Affairs Handbooks, and organization charts of the Department of State, each containing request for issuance revisions (Form DS-809), working drafts of revised issuance, e-mail correspondence, clearances and clearers comments, final version for publication, and Change Transmittal letter (CT) Hard copy documents cover the period from start through December 31, 2010 All documents provided in electronic form beginning January 1, 2011

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-59-95-4, item 29c**

#### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at the end of the calendar year in which records become 10 years old**

Transfer to Inactive Storage **Retire to RSC for transfer to WNRC**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 10 year blocks 25 year(s) after cutoff**

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Beginning accumulation period is circa 1940 and ending period is December 31, 2010**

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply

**Electronic Records**

Cutoff Instruction

Cutoff records of completed series at the end of the calendar year

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning

Legally transfer records to the National Archives in 10 year blocks 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

**Unknown**  
Accumulative period began 1/1/2011

How frequently will your agency transfer these records to the National Archives?

**Every 25 Years**

**Forms Control Files**

Disposition Authority Number

**DAA-0059-2012-0006-0003**

**Background docket materials, requisitions, specifications, processing data, control records and the form Files in electronic format as of January 1, 2011**

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

**NC-59-75-14, item 10a**

**Disposition Instruction**

Retention Period

**Destroy/delete active docket material with prior revisions when 7 years old or when discontinued, whichever is sooner**

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Additional Information

GAO Approval **Not Required**

**Department of State Information Collections**

Disposition Authority Number **DAA-0059-2012-0006-0004**

Docket files for Department of State Information Collections, one docket per Office of Management and Budget (OMB) submission. Docket file contains supporting statement, legal authorities, working copies of all required documents, published Federal Register notices, Internal Clearance Sheet, Form 83I, OMB Form 83c, the collection instrument, public comments, and copy of final package submitted to OMB, Service for Citizens sheet, and Notice of Action from OMB, and all correspondence pertaining to submission. All provided in electronic form as of 01/01/11

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

Cutoff Instruction **Cutoff completed files at the end of each calendar year**

Transfer to Inactive Storage **Retire hard copy files to RSC 7 years after cutoff**

Retention Period **Destroy 25 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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**Department of State Initiated Rules**

Disposition Authority Number **DAA-0059-2012-0006-0005**

Docket files for Department of State Rules (Proposed, Interim and/or Final). Docket file contains draft copy of Rule from originator, rules as published in Federal Register and all email and written correspondence between the Department, other agencies and the Office of Management and Budget, as well as public comments. All provided in electronic form as of 01/01/11

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
If this item has multiple sections, indicate here records to which this section apply	Non-electronic Textual Records
Cutoff Instruction	Cutoff records of completed series at the end of the calendar year
Transfer to Inactive Storage	Retire the hard copy files to RSC 7 years after cutoff for transfer to WNRC
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 10 year blocks 25 year(s) after cutoff
<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Beginning accumulation period is circa 2000 ending December 31, 2010
How frequently will your agency transfer these records to the National Archives?	Every 25 Years
<b>Disposition Instruction</b>	
If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	Cutoff records of completed series at the end of the calendar year.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff



Transfer to the National Archives for Accessioning      Legally transfer records to the National Archives in 10 year blocks 25 years after cutoff in a medium and format acceptable to NARA in accordance with NARA regulations and guidance in effect at the time of transfer

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      **Unknown**  
Accumulative period began 1/1/2011

How frequently will your agency transfer these records to the National Archives?      **Every 25 Years**

**Other Agency Proposed Rules**

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

**Docket files for Rules proposed by other Agencies and commented on by the Department of State Docket file contains request for review from the Office of Management and Budget, copy of proposed Rule from originating Agency and all email and written correspondence between the Department, other agencies and the Office of Management and Budget All rules proposed by other Agencies are received in electronic form as of 01/01/11**

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**

Cutoff Instruction      **Cutoff completed files at the end of each calendar year**

Retention Period      **Destroy 3 year(s) after cutoff**

**Additional Information**

GAO Approval      **Not Required**

**Regulations and Notice Published in the Federal Register**

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Disposition Authority Number **DAA-0059-2012-0006-0007**

**Contains docket files for documents published in the Federal Register, each containing original document submitted to A/GIS/DIR with signature page, final document sent to Federal Register, email correspondence, and copy of document as it was published in the Federal Register. Covers the period from start-up through December 31, 2010 in hard copy. All documents scanned and provided in electronic form beginning January 1, 2011.**

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 **NC-59-75-14 , item 2**

**Disposition Instruction**

Retention Period **Destroy when 2 years old**

**Additional Information**

GAO Approval **Not Required**

**Office Operating Policies and Procedures Files**

Disposition Authority Number **DAA-0059-2012-0006-0008**

**Office standard operating policies and procedures on producing the Foreign Affairs Manual, Foreign Affairs Handbooks, Delegations of Authorities, Centralized Forms, Information Collections, Rulemaking, and Federal Register submissions. All provided in electronic form beginning January 1, 2011.**

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**

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9	GRS or Superseded Authority Citation	NC-59-75-14, item 3
	Disposition Instruction	
	Cutoff Instruction	Cutoff when superseded or obsolete
	Retention Period	Destroy 15 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	<b>Publication Project Files</b>	
	Disposition Authority Number	DAA-0059-2012-0006-0009
	Correspondence, memoranda, reports and other papers on such projects as the U S Government Organization Manual or Executive Orders All provided in electronic form beginning January 1, 2011	
	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	NC-59-75-14, item 8	
Disposition Instruction		
Retention Period	Destroy when publications are reissued	
Additional Information		
GAO Approval	Not Required	
10	<b>Directive Management Website Web Content</b>	
	Disposition Authority Number	DAA-0059-2012-0006-0010
	The Directives Management website (Intranet) is intended for the purpose of supporting its users by publishing up-to-date copies (most recent version) of the Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH), maintaining a master list of relevant delegations of authority, Presidential determinations, Presidential memoranda, supervising the Departments collection of information from the public, managing the Departments centralized forms program, and acting	

as the Department's coordinator for Federal rulemaking and Federal Register liaison The web content records consist of web pages that contain duplicate information captured and maintained in other directives recordkeeping systems The content changes as needed and no privacy information is contained on the website

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/Delete pages as they are superseded or no longer needed for reference

**Additional Information**

GAO Approval Not Required

**OMB Reporting File**

Disposition Authority Number DAA-0059-2012-0006-0011

Routine reports submitted to OMB, or another oversight entity, which are not covered by another disposition authority Reports contain information used by the receiving entity to perform oversight duties and track the status of Agency projects or 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? No

**Disposition Instruction**

Retention Period Destroy 10 year(s) after OMB or other oversight entity discontinues the reporting requirement, for each report

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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
06/01/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/21/2012	Return for Revision	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
01/14/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
01/15/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/17/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
04/25/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/26/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
05/02/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
05/31/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
06/03/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
10/22/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist