

## Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2012-0007  
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  
Schedule Subject                Records A/LM State Assistance Management System (SAMS)  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2012-0007

Sequence Number	
1	State Assistance Management System - SAMS Disposition Authority Number DAA-0059-2012-0007-0001

## Records Schedule Items

Sequence Number		
1	<b>State Assistance Management System - SAMS</b>	
	Disposition Authority Number	DAA-0059-2012-0007-0001
	<p><b>Master File</b> State Assistance Management System (SAMS) provides a Grant Management System of Record, as defined by the federal Grants Management Line of Business (GMLOB) guidelines. This system records and reports all Assistance actions (grants, cooperative agreements, and voluntary contributions) taken by the Department over the course of each fiscal year. SAMS automates grants administration over the entire life cycle and follows the OMB Grant Management Process for the Pre-Award, Award, Post-Award, and Close-out stages.</p>	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at end of fiscal year
	Retention Period	Destroy 15 years after closeout, or when no longer needed, whichever is later
	<b>Additional Information</b>	
	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
06/21/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
11/21/2012	Submit for Concurrence	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
11/26/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/26/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/29/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist