

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2012-0010
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 Near Eastern Affairs
Minor Subdivision Middle East Partnership Initiative - MEPI (NEA/PI)
Schedule Subject Records for the Office of Middle East Partnership Initiative - MEPI in
Near Eastern Affairs

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	1	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0010

Sequence Number	
1	Program and Operational Records Disposition Authority Number: DAA-0059-2012-0010-0001
2	Strategic Planning and Resources Records Disposition Authority Number: DAA-0059-2012-0010-0002
3	Public Outreach Records Disposition Authority Number: DAA-0059-2012-0010-0003
4	Grant and Cooperative Agreement Records Disposition Authority Number: DAA-0059-2012-0010-0004
5	Pre-Award Application Records Disposition Authority Number: DAA-0059-2012-0010-0005
6	MEPI's Application and Reviewer Tracking Database
6.1	Database File Disposition Authority Number: DAA-0059-2012-0010-0006
7	MEPI Performance Reporting Database
7.1	Master Data File Disposition Authority Number: DAA-0059-2012-0010-0007
8	MEPI Fact Sheets Disposition Authority Number: DAA-0059-2012-0010-0008

Records Schedule Items

Sequence Number	
1	<p>Program and Operational Records</p> <p>Disposition Authority Number DAA-0059-2012-0010-0001</p> <p>Contains project-related records which include correspondence, memoranda, program files, events, brochures, training, recruitment, project development, award negotiations, and project implementation files. Arrange by country.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>Cutoff Instruction Cutoff at end of the calendar year, end of agreement, and/or when the agreement file is closed out whichever is applicable.</p> <p>Transfer to Inactive Storage Retire to the Records Service Center 3 years after cutoff.</p> <p>Retention Period Destroy 20 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Strategic Planning and Resources Records</p> <p>Disposition Authority Number DAA-0059-2012-0010-0002</p> <p>General correspondence and records which document budget policies, procedures and decisions, including the development, establishment and execution of budget plans, programs and procedures, including planning documents, budgeting charts, budget process planning, resource planning, congressional correspondence, and evaluation reports. Arrange by fiscal year.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

3

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cutoff at end of the fiscal year.

Transfer to Inactive Storage Retire to the Records Service Center 10 years after cutoff.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Public Outreach Records

Disposition Authority Number DAA-0059-2012-0010-0003

Articles covering outreach activities and initiatives, including talking points, speeches, newsletters, videos, photographs, DVDs, alumni information, and other promotional materials.

Final Disposition Temporary

Item Status Pending

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 2 years old.

Additional Information

GAO Approval Not Required

4

Grant and Cooperative Agreement Records

Disposition Authority Number DAA-0059-2012-0010-0004

Files containing copies of grant forms, grantee program reports, justifications, budget, payment records, correspondence relating to grants program administration, memoranda, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals. File maintained chronologically by grant number.

Final Disposition Temporary

Item Status	Pending
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 agreement file is closed out.
Transfer to Inactive Storage	Retire inactive agreement records to Records Service Center six months after cutoff.
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Pre-Award Application Records	
Disposition Authority Number	DAA-0059-2012-0010-0005
Contain copies of the applications, correspondence, and other records related to the receipt of and review of applications submitted to MEPI through competition and unsolicited mechanisms. File by funding opportunity and application number.	
Final Disposition	Temporary
Item Status	Pending
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 application review panel is complete and funding decisions are made.
Transfer to Inactive Storage	Retire inactive records to the Records Service Center yearly.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
MEPI's Application and Reviewer Tracking Database	

5

6

MEPI's Application and Reviewer Tracking Database focuses on the pre-award and award phase of a grants lifecycle. The Database is used to track each application request, competed or unsolicited, submitted to MEPI for funding. MEPI uses the system to capture the information supplied by each applicant on the Office of Management and Budget, Application for Federal Assistance's form (SF-424) and maintains electronic copies of the applicant's proposal(s). The database also assigns and tracks technical review panels, details panelists' experience and comments on reviewed applications, and solicits invitations for limited competition opportunities. The database contains Personal Identifiable Information (PII). Inclusive dates of record are March 30, 2011 to present.

6.1

Database File

Disposition Authority Number **DAA-0059-2012-0010-0006**

Contains the applicant information from OMB Application for Federal Assistance (SF-424) including, but not limited to, name, address, employer identifier, organization, phone number funding information, document technical review panel activities and comments panelist experiences; solicited invitations; copies of the applicant proposals; and other related documentation.

Final Disposition **Temporary**

Item Status **Pending**

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 **Destroy 6 year(s) and 3 month(s) after final action.**

Additional Information

GAO Approval **Not Required**

7

MEPI Performance Reporting Database

The MEPI Database is used for grant management monitoring and reporting. The database tracks the progress of regionally and domestically funded MEPI grants in the Middle East and North Africa region. It is also used to create and/or edit electronic records for each grant, including basic information on grant award, award amendment, grantee, budget, award dates, award purpose, and main activities which can be approved and/or rejected depending on staff recommendations. Personal Identifiable Information (PII) is contained in the database. Inclusive dates of record are January 1, 2004 to present.

7.1

Master Data File

Disposition Authority Number DAA-0059-2012-0010-0007

Contains information regarding each grant including but not limited to grant award; grantee name, address, phone number, identifier, organization and etc; budget/ financial documentation; award justification; approval or rejection determinations; recommendations; inclusive dates; amendments, quarterly reports and other related information.

Final Disposition Temporary

Item Status Pending

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 Destroy 6 year(s) and 3 month(s) after final action.

Additional Information

GAO Approval Not Required

8

MEPI Fact Sheets

Disposition Authority Number DAA-0059-2012-0010-0008

Published Fact Sheets issued by the MEPI office, highlighting specific regions, topics and/or projects.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? No

Explanation of limitation These records are electronic format only.

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

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks, when recent records are one year old (for example,

Fact Sheets from 2012 through 2016 will be transferred in 2017).

Additional Information

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 5 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
10/03/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/17/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
10/24/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
10/25/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
01/07/2014	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
01/14/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/23/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist