

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2013-0002**
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 **Office of the Secretary**
Minor Subdivision **Foreign Service Grievance Board (S/FSGB)**
Schedule Subject **Records of the Foreign Service Grievance Board**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	2	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2013-0002

Sequence Number	
1	Foreign Service Grievance Board Records of Proceedings (ROPs) Disposition Authority Number DAA-0059-2013-0002-0001
2	Board Orders and Decisions Disposition Authority Number DAA-0059-2013-0002-0002
3	Court Case Files Disposition Authority Number DAA-0059-2013-0002-0003
4	Legal Research and Reference Files Disposition Authority Number DAA-0059-2013-0002-0004
5	Chronological Files Disposition Authority Number DAA-0059-2013-0002-0005
6	Board Member Files Disposition Authority Number DAA-0059-2013-0002-0006
7	Foreign Service Grievance Board (FSGB) Annual Report Disposition Authority Number DAA-0059-2013-0002-0007
8	Policy and Procedure Documents Disposition Authority Number DAA-0059-2013-0002-0008
9	Board Minutes (closed series) Disposition Authority Number DAA-0059-2013-0002-0009

Records Schedule Items

Sequence Number	
1	<p>Foreign Service Grievance Board Records of Proceedings (ROPs)</p> <p>Disposition Authority Number DAA-0059-2013-0002-0001</p> <p>Submission of appeals filed with the FSGB by employees of the various Foreign Affairs agencies that includes but is not limited to State, USAID, Agriculture, etc The submission includes grievant's original letter, acknowledgement letter, exhibits, supplementary briefs and filings, motions, Board orders, correspondence, hearing transcripts, Board interim and final decisions and other related information Files maintained by year and sequential numerical system</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>GRS or Superseded Authority Citation N1-59-86-1, item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff is the date of final decision</p> <p>Retention Period Destroy 7 years after cutoff or when no longer needed, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Board Orders and Decisions</p> <p>Disposition Authority Number DAA-0059-2013-0002-0002</p> <p>All orders, interim Decisions, and final Decisions issued by the Board File contains official and excised versions Records are filed by case number and name</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 No</p>

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

Disposition Instruction

Cutoff Instruction Cutoff is date of final decision

Retention Period Destroy 25 years after cutoff or when no longer needed, whichever is later

Additional Information

GAO Approval Not Required

Court Case Files

Disposition Authority Number DAA-0059-2013-0002-0003

Copies of Records of Proceedings of appealed FSGB decisions requested by the courts and interested parties, copies of documentation filed with the court regarding such cases and copies of the court decisions

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 is date of final court decision

Retention Period Destroy copies of Records of Proceedings and other related documentation 10 years after cutoff Destroy final court decision 25 years after cutoff or when no longer needed, whichever is later

Additional Information

GAO Approval Not Required

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Legal Research and Reference Files

Disposition Authority Number DAA-0059-2013-0002-0004

Copies of memoranda, guidance, published decisions, copies of laws and regulations, and other documentation used to provide advice to Board members concerning FSGB appeals

Final Disposition Temporary

Item Status Active

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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/delete when superseded, obsolete or when no longer needed**

Additional Information

GAO Approval **Not Required**

Chronological Files

Disposition Authority Number **DAA-0059-2013-0002-0005**

File contains incoming and outgoing correspondence not related to specific FSGB cases that include but not limited to budgetary matters, inquiries and other operational issues

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 the end of calendar year**

Retention Period **Destroy 5 years after cutoff or when no longer needed, whichever is later**

Additional Information

GAO Approval **Not Required**

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Board Member Files

Disposition Authority Number **DAA-0059-2013-0002-0006**

Board member consultant contracts, travel authorizations, vouchers, time and attendance, and related memoranda, correspondence, and documents

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 the end of the member's current annual term, or when member leaves the Board, whichever is sooner
	Retention Period	Destroy 1 year after cutoff, or when no longer needed for agency business, whichever is later
	Additional Information	
	GAO Approval	Not Required
7	Foreign Service Grievance Board (FSGB) Annual Report	
	Disposition Authority Number	DAA-0059-2013-0002-0007
	Summary of the day-to-day operations and responsibilities of the Board including but not limited to description of grievances, number and type of cases, decision determinations, and other related information occurring during the calendar year	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which the report was published
	Transfer to the National Archives for Accessioning	Transfer paper versions to the National Archives in one block (2003 and earlier) in 2019 When official copy is electronic (2004 and forward) transfer to the National Archives 5 years after cutoff
	Additional Information	
	First year of records accumulation	1980
	What will be the date span of the initial transfer of records to the National Archives?	From 1980 To 2003

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Policy and Procedure Documents

Disposition Authority Number **DAA-0059-2013-0002-0008**

Internal policies and procedures related to the administrative functions of the Board, including the grievance 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? **No**

Disposition Instruction

Cutoff Instruction **Cutoff when superseded**

Retention Period **Destroy 5 years after cutoff, or when no longer needed for agency business, whichever is later**

Additional Information

GAO Approval **Not Required**

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Board Minutes (closed series)

Disposition Authority Number **DAA-0059-2013-0002-0009**

Formal minutes created and maintained by the Board, documenting Board discussion and actions

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? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives upon approval of this schedule**

Additional Information

First year of records accumulation **1980**

End year of records accumulation **1995**

What will be the date span of the initial transfer of records to the National Archives? **From 1980 To 1995**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time transfer**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
12/07/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/19/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
08/28/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
08/28/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
11/25/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/26/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/02/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist