

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2013-0003**
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 International Narcotics and Law Enforcement**
Minor Subdivision **Office of Iraq Programs**
Schedule Subject **Records for the Office of Iraq Programs**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2013-0003

Sequence Number	
1	Office Program Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0001
2	Inspection/Audit Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0002
3	Rule of Law Program Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0003
4	Rule of Law Project Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0004
5	Iraq Police Development Program Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0005
6	Iraq Police Development Project Files (Closed Series) Disposition Authority Number: DAA-0059-2013-0003-0006

Records Schedule Items

Sequence Number	
1	<p>Office Program Files (Closed Series)</p> <p>Disposition Authority Number DAA-0059-2013-0003-0001</p> <p>Files contain substantive information relating to the activities of the office director and deputy director in directing and carrying out the policy, program functions and responsibilities of the Office. These files include, but are not limited to, planning documentation; policy files; meeting and briefing materials; activity reports; position papers; talking points; program reviews; and other material related to the Office of Iraq Programs.</p> <p>Final Disposition Permanent</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>If this item has multiple sections, indicate here records to which this section apply Both Electronic and Non-electronic Textual Records</p> <p>Cutoff Instruction Cutoff at the close of the Office.</p> <p>Transfer to Inactive Storage Transfer to RSC immediately after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Start date; end date May 31, 2013.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown The Office is closing May 31, 2013. The records will be transferred once, 25 years after close of the Office.</p>
2	<p>Inspection/Audit Files (Closed Series)</p> <p>Disposition Authority Number DAA-0059-2013-0003-0002</p>

Copies of OIG, GAO and other auditing agency inspection and audit reports; related correspondence; documentation relating to tasking actions involving auditing report recommendations; and reports of coordinating actions and responses to the auditing recommendations.

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 5 years after action is closed by the OIG, GAO or other auditing agency, or when no longer needed for current operations, whichever is later.

Additional Information

GAO Approval Not Required

Rule of Law Program Files (Closed Series)

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

Records relating to Rule of Law program functions. These files include, but are not limited to, policy; plans and strategic plans; and other program level documentation pertaining to the Rule of Law program.

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 annually.

Transfer to Inactive Storage Transfer to RSC when 5 years old or sooner if no longer needed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

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

Unknown
Start date; end date May 31, 2013.

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

Unknown
The Office is closing May 31, 2013. The records will be transferred once, 25 years after close of the Office.

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Rule of Law Project Files (Closed Series)

Disposition Authority Number **DAA-0059-2013-0003-0004**

Records relating to Rule of Law project activities, such as law enforcement, police training, counternarcotics initiatives, anticorruption initiatives, court administration, justice development, civilian corrections, corrections reform, justice institutions, and judicial affairs. These files include, but are not limited to, working plans; interagency, implementation, and regional agreements; project reviews and sustainability reports; correspondence; contract and grant documentation, including notices, awards and deliverables; informational and educational materials, including training material; background material and other documentation pertaining to Rule of Law projects and related 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

Cutoff Instruction **Cut off at the end of activity, contract or grant.**

Retention Period **Destroy 7 year(s) after the end of the activity.**

Additional Information

GAO Approval **Not Required**

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Iraq Police Development Program Files (Closed Series)

Disposition Authority Number **DAA-0059-2013-0003-0005**

Records relating to Police Programs in Iraq. These files include, but are not limited to, plans; program development material and scenario reports; program reviews; briefing materials; activity reports; and other program level documentation and background material pertaining to Police Development in Iraq, including the Iraq Police Development Program.

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	
If this item has multiple sections, indicate here records to which this section apply	Both Electronic and Non-Electronic Textual Records.
Cutoff Instruction	Cutoff at the end of the Police Development Program.
Transfer to Inactive Storage	Transfer to RSC immediately after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Start date; end date May 31, 2013.
How frequently will your agency transfer these records to the National Archives?	Unknown The Police Development Program is ending May 31, 2013. The records will be transferred once, 25 years after the end of the program.

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Iraq Police Development Project Files (Closed Series)

Disposition Authority Number **DAA-0059-2013-0003-0006**

Records relating to the project activities of Police Programs in Iraq. These files include, but are not limited to, interagency and regional agreements; contract documentation and deliverables, such as presentations, curricula, training and activity reports; correspondence; background material; and other documentation pertaining to project activities and other day-to-day operations regarding Police Development in Iraq, including the Iraq Police Development Program.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	Yes

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

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff at end of the Police Development Program.**

Transfer to Inactive Storage **Transfer to RSC immediately after cutoff.**

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

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Start date; end date May 31, 2013.**

How frequently will your agency transfer these records to the National Archives? **Unknown
The Police Development Program is ending May 31, 2013. The records will be transferred once, 25 years after the end of the program.**

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
03/29/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/24/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
04/24/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/25/2013	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
11/20/2013	Submit For Certification	Alicia Hoefke	Program Analyst	Information Program Services - Records and Archives Management Division
11/22/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
02/25/2014	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
03/05/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/05/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/05/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist