

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2013-0005**
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 General Services Management**
Schedule Subject **Records of Parking Permit & Car Pool Records Information System of
General Services Management**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2013-0005

Sequence Number	
1	Parking Permit and Car Pool Records Information System
1 1	Master File Disposition Authority Number DAA-0059-2013-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Parking Permit and Car Pool Records Information System The Parking Permit and Car Pool Records information system contains data on Department of State, U S Agency for International Development (USAID) employees, and full time employees of private organizations who have permits for Department parking facilities, individuals who car pool with employees holding permits, and persons interested in joining a car pool.</p>
1 1	<p>Master File</p> <p>Disposition Authority Number DAA-0059-2013-0005-0001</p> <p>Content includes information on (1) parking permit holders (name, employee identification (ID) number, year and make of car, license plate number and state of issuance, bureau, office telephone number and e-mail address, and type of parking permit and desired payment plan), (2) car pool individuals (name of member of car pool, employee ID number, office telephone number and e-mail address, make of car, license plate number and state of issuance, years of government service, commuting zone, and desired payment plan)</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the parking year</p> <p>Retention Period Delete/destroy after GAO audit or when 3 years old, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
04/01/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/08/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
07/09/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist