

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2013-0008
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 Public Affairs
Minor Subdivision Rapid Response Unit (RRU)
Schedule Subject Rapid Response Unit (RRU) Records
Internal agency concurrences will be provided No

Background Information

The Rapid Response Unit (RRU) of the Bureau of Public Affairs (PA) monitors and analyzes foreign media reporting and provides daily and ad hoc analyses thereof for Department-wide use. Current products include two early morning reports ("Rapid Response" and "WHA Early Alerts"); an afternoon summary of trends on overseas social media ("Social Media Monitoring"); daily compilations of press guidance on current events; and ad hoc "Special Reports" produced on an as-needed basis for the Secretary, other Cabinet officials, the White House, and so forth. The materials are currently in electronic format, filed chronologically in separate folders on the office's shared drive.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2013-0008

Sequence Number

1

Rapid Response Reports and Products

Disposition Authority Number: DAA-0059-2013-0008-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 367 1537 409">Rapid Response Reports and Products</p> <p data-bbox="342 420 1537 462">Disposition Authority Number DAA-0059-2013-0008-0001</p> <p data-bbox="342 472 1537 598">Reports and other documents created through the monitoring and analysis of foreign media. Records include, but are not limited to, Rapid Response, Early Alert, Social Media and special reports, produced daily or on an ad hoc basis.</p> <p data-bbox="342 609 1537 651">Final Disposition Temporary</p> <p data-bbox="342 661 1537 703">Item Status Active</p> <p data-bbox="342 714 1537 756">Is this item media neutral? Yes</p> <p data-bbox="342 766 1537 913">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 data-bbox="342 934 1537 976">Disposition Instruction</p> <p data-bbox="342 987 1537 1029">Cutoff Instruction Cut off file at the end of the calendar year.</p> <p data-bbox="342 1039 1537 1081">Retention Period Destroy/delete when 5 years old.</p> <p data-bbox="342 1102 1537 1144">Additional Information</p> <p data-bbox="342 1155 1537 1218">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
08/28/2013	Return to Submitter	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
10/04/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
02/06/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
02/06/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/06/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/07/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist