

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="342 359 1542 401"><b>Rapid Response Reports and Products</b></p> <p data-bbox="342 422 1542 464">Disposition Authority Number      DAA-0059-2013-0008-0001</p> <p data-bbox="342 474 1542 590">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="342 611 1542 653">Final Disposition                      Temporary</p> <p data-bbox="342 663 1542 705">Item Status                              Active</p> <p data-bbox="342 716 1542 758">Is this item media neutral?          Yes</p> <p data-bbox="342 768 1542 905">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="342 936 1542 978"><b>Disposition Instruction</b></p> <p data-bbox="342 989 1542 1031">Cutoff Instruction                      Cut off file at the end of the calendar year.</p> <p data-bbox="342 1041 1542 1083">Retention Period                        Destroy/delete when 5 years old.</p> <p data-bbox="342 1115 1542 1157"><b>Additional Information</b></p> <p data-bbox="342 1167 1542 1232">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