

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

---

## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Public Affairs
Minor Subdivision	Office of the Historian
Schedule Subject	Records regarding Office of the Historian's Oral History Program
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

---

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

---

## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

---

Outline of Records Schedule Items for DAA-0059-2014-0005

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Oral History Program : Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms	Permanent
0002	Oral History Program : Oral History Background/Research Materials	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

Records Schedule Items

<b>Group Title</b>	Oral History Program
<b>Group Description</b>	<p>Oral history is a method of gathering and preserving historical information through recorded interviews with participants in past events and social business organizations. It can also be said that oral history is a disciplined conversation between two people about some aspect of the past considered to be of historical significance and intentionally recorded. An oral history can reveal “the story beneath the story,” social history, memories of a specific event, or document the career of a noteworthy individual. The Department of State (DOS) Oral History Program interviews DOS employees and former employees and other officials who influence U.S. foreign policy.</p> <p>The interviewer gathers background information to develop interview questions and ensure that the information that the information provided by the interviewee is accurate. The interview results in the creation of audio or video recording. Transcripts are created for most interviews. Interviewees must sign a Legal Release Form and Deed of Gift agreement. These agreements may contain restrictions on the availability of audio and/or video recordings and instructions regarding how such materials may be used.</p> <p>Background/research materials provide the basis and foundation for conducting the interview and may be referred to by the interviewer to ensure that answers to questions are as comprehensive and accurate as possible.</p>
DAA-0059-2014-0005-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
<b>Item Title</b>	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms
<b>Item Description</b>	The voice and/or video recordings of actual interviews conducted, accompanied by the corresponding written transcripts and any agreements with the interviewee, setting specific handling requirements for releasing and lending, as well as any restrictions on access to the oral history interviews or transcripts. The recording medium may vary, depending on technology, as may the length and purpose of the interview.

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0059-2020-0010-0006 on 10/09/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	2011
End year of records covered by this authority	Still being created
Frequency of transfer	25
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0059-2014-0005-0002</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Oral History Background/Research Materials
Item Description	Information gathered from various resources used to construct questions or provide the basis for a particular interview.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0059-2020-0010-0007 on 10/09/2024.</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

---

Final Disposition	Temporary
Retention Period	Other: Destroy when no longer needed for administrative and research purposes.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2014-0005

Status: INACTIVE  
Date Approved: 03/25/2014

---

Signatory Information

Action	User	Date
Approve	David Ferriero	03/25/2014