

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0059-2014-0006**

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0006
Schedule Status Returned Without Action

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 Office of the Chief of Protocol
Schedule Subject Records of the Chief & Deputy Chief of Protocol
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0059-2014-0006**

Outline of Records Schedule Items for DAA-0059-2014-0006

Sequence Number

1

Program Records – Chief of Protocol and Deputy Chiefs of Protocol Disposition Authority Number: DAA-0059-2014-0006-0001
--

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0059-2014-0006

Records Schedule Items

Sequence Number	
1	<p>Program Records – Chief of Protocol and Deputy Chiefs of Protocol</p> <p>Disposition Authority Number DAA-0059-2014-0006-0001</p> <p>Files contain substantive information relating to the activities of the Chief of Protocol and Deputy Chiefs of Protocol in executing mission programs of the department and the U.S. Government. 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 documentation on the responsibilities and activities of the Office of the Chief of Protocol, including appointment books, calendars, daily schedules and logs of telephone calls and visitors.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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 Non-electronic Textual Records</p> <p>Cutoff Instruction Cut off at the end of incumbent tenure.</p> <p>Transfer to Inactive Storage Retire to RSC immediately when 5 years old; or sooner if no longer needed. Block records of one individual together and transfer to WNRC when five years old.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.</p> <p>Additional Information</p> <p>First year of records accumulation 1981</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown At this time, the Chief Protocol paper records time span appears to begin 1981 to the present and small collection of records.</p>

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0059-2014-0006**

How frequently will your agency transfer these records to the National Archives?	Every 25 Years
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	Cut off at the end of incumbent tenure.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old.
Additional Information	
First year of records accumulation	2001
What will be the date span of the initial transfer of records to the National Archives?	Unknown At this time, the Chief Protocol electronic records time span appears to begin 2001 to the present.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0059-2014-0006

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
11/22/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
06/18/2015	Return for Revision	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/24/2015	Return Without Action	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services

WITHDRAWN – RETURNED WITHOUT ACTION