

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0007**
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 Legal Affairs**
Minor Subdivision **Office of Treaty Affairs**
Schedule Subject **Records for the Office of Treaty Affairs**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 6 | 6 | 0 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0007

| Sequence Number | |
|-----------------|--|
| 1 | Original Treaties and Agreements Disposition Authority Number: DAA-0059-2014-0007-0001 |
| 2 | Treaty and Agreement Background Files Disposition Authority Number: DAA-0059-2014-0007-0002 |
| 3 | Non-Legally-Binding Agreements Disposition Authority Number: DAA-0059-2014-0007-0003 |
| 4 | Treaty Affairs Log Books (Closed) Disposition Authority Number: DAA-0059-2014-0007-0004 |
| 5 | Treaties in Force Publication Disposition Authority Number: DAA-0059-2014-0007-0005 |
| 6 | Depository Documentation: Original Treaties Disposition Authority Number: DAA-0059-2014-0007-0006 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Original Treaties and Agreements</p> <p>Disposition Authority Number DAA-0059-2014-0007-0001</p> <p>Original treaties and agreements, both in force, having undergone ratification and proclamation by the President, and/or not published. Records consist of original agreement and TIAS publication, if applicable</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-059-07-12, item 1; N1-059-07-12, item 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after treaty or agreement is no longer in force.</p> <p>Transfer to Inactive Storage Retire to the RSC 10 years after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown.</p> |
| 2 | <p>Treaty and Agreement Background Files</p> <p>Disposition Authority Number DAA-0059-2014-0007-0002</p> <p>Background documentation on treaties and other international agreements of the United States (1778-Present). Records include, but are not limited to, copies of treaties; translations and transmittals; copies of texts of agreements; telegrams, airgrams and dispatches; files regarding the negotiation and/or negotiating stage(s)</p> |

of a treaty or agreement; copies of Circular 175s; memoranda and other official correspondence of background interest.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-059-07-12, item 5 and N1-059-07-12, item 7

Disposition Instruction

Cutoff Instruction Cutoff after treaty or agreement is no longer in force.

Transfer to Inactive Storage Retire to the RSC 10 years after cutoff.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

3

Non-Legally-Binding Agreements

Disposition Authority Number DAA-0059-2014-0007-0003

Copies of texts and background information on non-legally-binding agreements of the United States (1950-Present). Including, but not limited to, supporting memoranda and other official correspondence, translations, and other material of background interest.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to Inactive Storage Retire to the RSC 5 years after agreement becomes effective.

Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

4

Treaty Affairs Log Books (Closed)

Disposition Authority Number DAA-0059-2014-0007-0004

All relevant log book entries of Treaty Affairs, including treaties, agreements, publication information, Case Act logs, ratifications, full powers, etc. The log entries may include, but are not limited to, date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number, when appropriate.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively textual.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-059-07-12, item 9

Disposition Instruction

Transfer to Inactive Storage Retire to the RSC at cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 2028.

Additional Information

First year of records accumulation 1994

End year of records accumulation 2003

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What will be the date span of the initial transfer of records to the National Archives? **Unknown
Unknown.**

How frequently will your agency transfer these records to the National Archives? **Unknown
Unknown.**

Treaties in Force Publication

Disposition Authority Number **DAA-0059-2014-0007-0005**

Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Textual records, limited to Pre-2007 publications only. Electronic records will be for 2007 and forward publications only.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-059-95-11, item 71**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to Inactive Storage **Retire to the RSC at cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when most records are 25 years old.**

Additional Information

First year of records accumulation **1941**

End year of records accumulation **2007**

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Unknown.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when most recent records are 25 years old.**

Additional Information

First year of records accumulation **2007**

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Date span of the initial transfer unknown at this time.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

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Depository Documentation: Original Treaties

Disposition Authority Number **DAA-0059-2014-0007-0006**

Originals of treaties for which the United States is a depository.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-059-07-12, item 15**

Disposition Instruction

Cutoff Instruction **Cutoff after treaty is no longer in force.**

Transfer to Inactive Storage **Retire to the RSC 10 years after cutoff.**

| | |
|--|--|
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 25 year(s) after cutoff. |
|--|--|

Additional Information

| | |
|---|---------------------|
| What will be the date span of the initial transfer of records to the National Archives? | Unknown Unknown. |
|---|---------------------|

| | |
|--|---------------------|
| How frequently will your agency transfer these records to the National Archives? | Unknown Unknown. |
|--|---------------------|

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 |
| 10/07/2014 | Return for Revision | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |
| 10/27/2014 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 10/31/2014 | Certify | William Fischer | Agency Records Officer | Administration - A/GIS/IPS/RA |
| 11/07/2014 | Submit for Concurrence | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |
| 11/12/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 11/12/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 11/13/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |