

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Depositary Documentation: Original Treaties Disposition Authority Number: DAA-0059-2014-0007-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="381 437 839 470">Original Treaties and Agreements</p> <p data-bbox="381 487 1149 519">Disposition Authority Number DAA-0059-2014-0007-0001</p> <p data-bbox="381 541 1476 648">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 data-bbox="381 670 931 702">Final Disposition Permanent</p> <p data-bbox="381 724 863 756">Item Status Active</p> <p data-bbox="381 778 832 810">Is this item media neutral? Yes</p> <p data-bbox="381 832 819 864">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="381 961 1372 1015">GRS or Superseded Authority Citation N1-059-07-12, item 1; N1-059-07-12, item 2</p> <p data-bbox="381 1058 682 1090">Disposition Instruction</p> <p data-bbox="381 1112 1488 1144">Cutoff Instruction Cutoff after treaty or agreement is no longer in force.</p> <p data-bbox="381 1166 1303 1198">Transfer to Inactive Storage Retire to the RSC 10 years after cutoff.</p> <p data-bbox="381 1220 1419 1328">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 data-bbox="381 1360 678 1392">Additional Information</p> <p data-bbox="381 1414 915 1500">What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown.</p> <p data-bbox="381 1522 915 1608">How frequently will your agency transfer these records to the National Archives? Unknown Unknown.</p>
2	<p data-bbox="381 1698 926 1731">Treaty and Agreement Background Files</p> <p data-bbox="381 1752 1149 1785">Disposition Authority Number DAA-0059-2014-0007-0002</p> <p data-bbox="381 1806 1500 1942">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.

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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