

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0008
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 Office of the Chief of Protocol
Minor Subdivision Diplomatic Partnership Division
Schedule Subject Records of the Diplomatic Partnership Division
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0008

Sequence Number	
1	Cultural Event Program Files Disposition Authority Number: DAA-0059-2014-0008-0001.
2	Cultural Event Working Files Disposition Authority Number: DAA-0059-2014-0008-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="381 426 781 459">Cultural Event Program Files</p> <p data-bbox="381 480 1166 513">Disposition Authority Number DAA-0059-2014-0008-0001</p> <p data-bbox="381 534 1524 793">Records related to the program functions and responsibilities of the Diplomatic Partnership Division to plan and carry out Cultural Exchange Events, Roundtables, receptions and other special events on behalf of the Chief of Protocol. Files include, but are not limited to correspondence, briefing materials, scenarios, final schedules, guest lists, invitations, replies to invitations, budgets, talking points, remarks, fundraising, and other documentation on the responsibilities and activities of the Office of the Chief of Protocol.</p> <p data-bbox="381 814 943 847">Final Disposition Permanent</p> <p data-bbox="381 868 872 901">Item Status Active</p> <p data-bbox="381 922 844 955">Is this item media neutral? Yes</p> <p data-bbox="381 976 844 1095">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="381 1116 827 1203">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="381 1235 687 1267">Disposition Instruction</p> <p data-bbox="381 1300 1067 1332">Cutoff Instruction Cutoff files annually.</p> <p data-bbox="381 1353 1480 1418">Transfer to Inactive Storage Retire to RSC when 5 years old or when no longer needed for business use.</p> <p data-bbox="381 1440 1504 1504">Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.</p> <p data-bbox="381 1537 687 1569">Additional Information</p> <p data-bbox="381 1591 855 1623">First year of records accumulation 2010</p> <p data-bbox="381 1645 1343 1731">What will be the date span of the initial transfer of records to the National Archives? Unknown Specific details are unknown at this time.</p> <p data-bbox="381 1752 996 1839">How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>

2

Cultural Event Working Files

Disposition Authority Number DAA-0059-2014-0008-0002

Working files, correspondence, research material and other documentation related to carrying out of the administrative and program requirements.

Final Disposition Temporary

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

Cutoff Instruction Cutoff files at the end of the fiscal year the event occurred.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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
03/28/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/11/2014	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
10/29/2014	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
11/06/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/06/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/07/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist