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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0059-2014-0010

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0010
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 Bureau of Counterterrorism
Minor Subdivision Office of Multilateral Affairs
Schedule Subject Records for the Office of Multilateral 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	7

GAO Approval

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Outline of Records Schedule Items for DAA-0059-2014-0010

Sequence Number	
1	Counterterrorism Engagement (CTE) Fund Records Disposition Authority Number: DAA-0059-2014-0010-0001
2	Political Statements and Declarations Files Disposition Authority Number: DAA-0059-2014-0010-0002
3	GAO Inquiries Disposition Authority Number: DAA-0059-2014-0010-0003
4	Multilateral Organizations Meeting Files Disposition Authority Number: DAA-0059-2014-0010-0004
5	Strategic Resource Planning Disposition Authority Number: DAA-0059-2014-0010-0005
6	Chronological Files Disposition Authority Number: DAA-0059-2014-0010-0006
7	Miscellaneous Office Files Disposition Authority Number: DAA-0059-2014-0010-0007

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Records Schedule Items

Sequence Number	
1	<p data-bbox="384 421 1091 453">Counterterrorism Engagement (CTE) Fund Records</p> <p data-bbox="384 470 1161 502">Disposition Authority Number DAA-0059-2014-0010-0001</p> <p data-bbox="384 523 1488 810">Consists of all records pertaining to CTE funded programs disbursed to the U.S. interagency or external organizations for the purpose of capacity building programs, workshops and activities. Records include, but are not limited to, proposals, related correspondence, budgets, Congressional Notifications, internal reviews, grants, interagency agreements, reports on the outcomes of the funded programs and activities, Congressional testimony or inquiries related to CTE funded programs, and any additional miscellaneous documents pertaining to the lifecycle of the CTE funded programs.</p> <p data-bbox="384 832 938 863">Final Disposition Temporary</p> <p data-bbox="384 885 938 917">Item Status Withdrawn</p> <p data-bbox="384 938 844 970">Is this item media neutral? Yes</p> <p data-bbox="384 991 830 1108">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="384 1129 1488 1193">Withdrawn Status Explanation Entire schedule withdrawn; see letter to State dated 11/8/2016.</p> <p data-bbox="384 1225 690 1257">Disposition Instruction</p> <p data-bbox="384 1289 1376 1321">Retention Period Destroy 10 year(s) after funded is awarded.</p> <p data-bbox="384 1353 690 1385">Additional Information</p> <p data-bbox="384 1417 971 1449">GAO Approval Not Required</p>
2	<p data-bbox="384 1474 971 1506">Political Statements and Declarations Files</p> <p data-bbox="384 1517 1166 1549">Disposition Authority Number DAA-0059-2014-0010-0002</p> <p data-bbox="384 1570 1513 1676">Consists of draft statements, negotiating positions, and other related correspondence pertaining to the United States' negotiation of political declarations on counterterrorism efforts and policy within multilateral organizations.</p> <p data-bbox="384 1698 938 1730">Final Disposition Temporary</p> <p data-bbox="384 1751 938 1783">Item Status Withdrawn</p> <p data-bbox="384 1804 844 1836">Is this item media neutral? Yes</p> <p data-bbox="384 1857 830 1910">Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Withdrawn Status Explanation

Entire schedule withdrawn; see letter to State dated 11/8/2016.

Disposition Instruction

Retention Period

Destroy/delete 10 years after declaration or statement is issued.

Additional Information

GAO Approval

Not Required

GAO Inquiries

Disposition Authority Number

DAA-0059-2014-0010-0003

Records responding to GAO inquiries into CT/HSMA/M's activities, programs and related documents.

Final Disposition

Temporary

Item Status

Withdrawn

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

Withdrawn Status Explanation

Entire schedule withdrawn; see letter to State dated 11/8/2016.

Disposition Instruction

Retention Period

Destroy/delete after GAO audit is completed or when 6 years old, whichever is sooner.

Additional Information

GAO Approval

Not Required

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Multilateral Organizations Meeting Files

Disposition Authority Number

DAA-0059-2014-0010-0004

Consists of meeting agendas, preparatory materials and talking points for participation in or support of meetings and workshops with all multilateral organizations on counterterrorism issues.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

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5	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Withdrawn Status Explanation	Entire schedule withdrawn; see letter to State dated 11/8/2016.
	Disposition Instruction	
	Retention Period	Destroy/delete when 10 years old.
	Additional Information	
	GAO Approval	Not Required
	Strategic Resource Planning	
	Disposition Authority Number	DAA-0059-2014-0010-0005
	Records regarding preparation and planning related to the office's goals, initiatives, policy and programming priorities.	
	Final Disposition	Temporary
Item Status	Withdrawn	
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	
Withdrawn Status Explanation	Entire schedule withdrawn; see letter to State dated 11/8/2016.	
Disposition Instruction		
Retention Period	Destroy/delete when 10 years old.	
Additional Information		
GAO Approval	Not Required	
6	Chronological Files	
	Disposition Authority Number	DAA-0059-2014-0010-0006
	Consists of email correspondence related to daily operations.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

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electronic format(s) other than e-mail and word processing?

Withdrawn Status Explanation

Entire schedule withdrawn; see letter to State dated 11/8/2016.

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy/delete when five years old.

Additional Information

GAO Approval

Not Required

Miscellaneous Office Files

Disposition Authority Number

DAA-0059-2014-0010-0007

Contains miscellaneous office records related to daily operations, to include but not limited to, weekly tasking lists, meeting notes, event calendars.

Final Disposition

Temporary

Item Status

Withdrawn

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

Withdrawn Status Explanation

Entire schedule withdrawn; see letter to State dated 11/8/2016.

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy/delete when 2 years old.

Additional Information

GAO Approval

Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: **DAA-0059-2014-0010**

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
05/06/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
11/09/2016	Return Without Action	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services

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