

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0059-2014-0011

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0011
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 Designations and Sanctions
Schedule Subject Records of the Office of Designation and Sanctions
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	10

GAO Approval

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Outline of Records Schedule Items for DAA-0059-2014-0011

Sequence Number	
1	Designation Packages Files Disposition Authority Number: DAA-0059-2014-0011-0001
2	Designation Challenged Records Disposition Authority Number: DAA-0059-2014-0011-0002
3	Formal Memorandums and Notes for Department Principals Disposition Authority Number: DAA-0059-2014-0011-0003
4	Congressional and Public Correspondence Disposition Authority Number: DAA-0059-2014-0011-0004
5	Informal CT Memorandums and Notes Disposition Authority Number: DAA-0059-2014-0011-0005
6	Interagency and Interagency Records Disposition Authority Number: DAA-0059-2014-0011-0006
7	Designation Cables Disposition Authority Number: DAA-0059-2014-0011-0007
8	Implementation Documents Disposition Authority Number: DAA-0059-2014-0011-0008
9	Miscellaneous Files Disposition Authority Number: DAA-0059-2014-0011-0009
10	Training Materials Disposition Authority Number: DAA-0059-2014-0011-0010

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Records Schedule: DAA-0059-2014-0011

Records Schedule Items

Sequence Number	
1	<p data-bbox="347 406 737 442">Designation Packages Files</p> <p data-bbox="347 455 1133 491">Disposition Authority Number DAA-0059-2014-0011-0001</p> <p data-bbox="347 504 1474 697">Contains a listing of identified and designated targets placed under Foreign Terrorist Organizations (FTO) and the Executive Order 13224; terrorist exclusion list, listings and rescissions of State Sponsor of Terrorism (SST) designations; documentation on "Not Fully Cooperating" countries; sanctioning of various entities, individuals and countries.</p> <p data-bbox="347 710 911 746">Final Disposition Permanent</p> <p data-bbox="347 759 906 795">Item Status Withdrawn</p> <p data-bbox="347 808 813 844">Is this item media neutral? Yes</p> <p data-bbox="347 857 800 995">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="347 1008 1170 1070">GRS or Superseded Authority Citation N1-059-96-11, item 5a and 5b</p> <p data-bbox="347 1104 662 1140">Disposition Instruction</p> <p data-bbox="347 1153 1474 1272">Transfer to Inactive Storage Retire 10 years after revocation of designation to the Records Service Center (RSC) for transfer to Washington National Records Center (WNRC).</p> <p data-bbox="347 1285 1474 1347">Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.</p> <p data-bbox="347 1381 659 1417">Additional Information</p> <p data-bbox="347 1430 1227 1534">What will be the date span of the initial transfer of records to the National Archives? Unknown Date span is unknown at this time.</p> <p data-bbox="347 1547 971 1651">How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>
2	<p data-bbox="347 1738 808 1774">Designation Challenged Records</p> <p data-bbox="347 1787 1138 1823">Disposition Authority Number DAA-0059-2014-0011-0002</p>

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Consists of records related to challenges of designations including, but not limited to, correspondence from designated entity attorneys, submissions, court records, judgements and interagency and intra-agency correspondence.

Final Disposition Permanent

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

Disposition Instruction

Transfer to the National Archives for Accessioning Retire 10 years after revocation of designation to the RSC for transfer to WNRC. 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
Initial date span unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

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Formal Memorandums and Notes for Department Principals

Disposition Authority Number DAA-0059-2014-0011-0003

Approved action memorandums, informal memorandums, notes, talking points, briefing checklists and formal read-outs to Department Principals on identified designate targets, State Sponsor of Terrorism (SST) designations and Rewards for Justice (RFJ) designations.

Final Disposition Permanent

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

Disposition Instruction

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Transfer to the National Archives for Accessioning Retire 10 years after revocation of designation to the RSC for transfer to the WNRC. 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
Initial date span is unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

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Congressional and Public Correspondence

Disposition Authority Number DAA-0059-2014-0011-0004

Consist of responses to Congressional and public inquiries on terrorist designations.

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of calendar year.

Retention Period Destroy/delete when 10 years old.

Additional Information

GAO Approval Not Required

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Informal CT Memorandums and Notes

Disposition Authority Number DAA-0059-2014-0011-0005

Consist of informal information memorandums, notes, talking points, briefing checklists and formal read-outs on terrorist designations.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy/delete when 10 years old.

Additional Information

GAO Approval Not Required

Interagency and Interagency Records

Disposition Authority Number DAA-0059-2014-0011-0006

Consists of sanctions, correspondence, clearances and input from other CT related offices and U.S. Government agencies on designations for Rewards for Justice, Treasury designations and U.S. Government policy papers on sanctions.

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

Disposition Instruction

Retention Period Destroy/delete when no longer needed.

Additional Information

GAO Approval Not Required

Designation Cables

Disposition Authority Number DAA-0059-2014-0011-0007

Notifications to post and host countries regarding designated targets and designations placed under FTOS and SSTs.

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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

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Disposition Instruction

Retention Period Delete when no longer needed.

Additional Information

GAO Approval Not Required

Implementation Documents

Disposition Authority Number DAA-0059-2014-0011-0008

Consist of United Nations submissions for listings, memorandums to Treasury, and related correspondence with the Department of Justice on the implementation of sanctions.

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

Disposition Instruction

Retention Period Destroy/delete when 15 years old.

Additional Information

GAO Approval Not Required

Miscellaneous Files

Disposition Authority Number DAA-0059-2014-0011-0009

Drafts, academic reports, working files, emails, informal readouts, Standard of Operating Procedures (SOPs).

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

Disposition Instruction

Retention Period Destroy/delete when no longer needed or superseded.

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10	Additional Information	
	GAO Approval	Not Required
	Training Materials	
	Disposition Authority Number	DAA-0059-2014-0011-0010
	Training materials for informal and formal workshops and presentations, including materials for the Foreign Service Institute and student projects.	
	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
	Disposition Instruction	
	Retention Period	Destroy/delete when no longer needed or superseded.
	Additional Information	
	GAO Approval	Not Required

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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
07/15/2016	Return for Revision	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/10/2016	Return Without Action	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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