

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0015**
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 Secretary of State**
Minor Subdivision **Executive Secretariat**
Schedule Subject **System of records for the Secretary of State and Principal Officers**
Internal agency concurrences will be provided **No**

Background Information **This schedule applies to the new system of record, "EVEREST," and will replace the old system, "STARS."**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0015

Sequence Number	
1	EVEREST Master Files Disposition Authority Number: DAA-0059-2014-0015-0001
2	EVEREST Index of MS SharePoint Record Center File Disposition Authority Number: DAA-0059-2014-0015-0002

Records Schedule Items

Sequence Number	
1	<p>EVEREST Master Files</p> <p>Disposition Authority Number DAA-0059-2014-0015-0001</p> <p>EVEREST is a web-based application that provides the Secretary of State and other senior Department principals the ability to receive foreign policy memoranda and correspondence from Department bureaus and offices electronically, as well as task and track the paperless submission of most memoranda. Correspondence and memoranda can include internal and external letters, action memos, information memos, briefing checklists, and telephone talking points, as well as documents received from other agencies.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Recordkeeping copy is electronic and maintained in the Everest repository.</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of the Secretary's tenure or sooner if necessary.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 years after cutoff in a format acceptable to the National Archives at the time of transfer.</p> <p>Additional Information</p> <p>First year of records accumulation 2015</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Dependent on tenure of the Secretary of State.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Dependent on tenure of the Secretary of State.</p>

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EVEREST Index of MS SharePoint Record Center File

Disposition Authority Number **DAA-0059-2014-0015-0002**

Includes verified elements of index information relating to imaged documents the database points to stored in the file. Data elements include system identification number, date; abstract; subject; addressee; addressor; document type; action office; country; and classification/declassification fields and other related elements.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **MS SharePoint Data File**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **Yes**

Do any of the records covered
by this item exist as structured
electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff at end of the Secretary's tenure or sooner if necessary.**

Transfer to the National Archives
for Accessioning **Transfer to the National Archives 25 years after cutoff in a format acceptable to the National Archives at the time of transfer.**

Additional Information

First year of records accumulation **2015**

What will be the date span of the
initial transfer of records to the
National Archives? **Unknown
Dependent on tenure of Secretary of State.**

How frequently will your agency
transfer these records to the
National Archives? **Unknown
Dependent on tenure of Secretary of State.**

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
04/28/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/23/2016	Return for Revision	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/25/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/30/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/24/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist