

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0017
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 International Organization Affairs
Minor Subdivision Office of International Conferences
Schedule Subject Records of the Office of International Conferences
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0017

Sequence Number	
1	Office Program Files Disposition Authority Number: DAA-0059-2014-0017-0001
2	Conference Files Disposition Authority Number: DAA-0059-2014-0017-0002
3	Conference Working Files Disposition Authority Number: DAA-0059-2014-0017-0003
4	Conference Contractual Agreement and Budget Report Files Disposition Authority Number: DAA-0059-2014-0017-0004

Records Schedule Items

Sequence Number	
1	<p>Office Program Files</p> <p>Disposition Authority Number DAA-0059-2014-0017-0001</p> <p>Records related to the directing and carrying-out of program functions and responsibilities of the Office of International Conferences. These files include, but are not limited to policies, procedures, strategic plans, activity reports, organization charts, correspondence, and other materials that document the decisions and facilitate the activities of the Office of International Conferences.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cutoff or when no longer needed occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Conference Files</p> <p>Disposition Authority Number DAA-0059-2014-0017-0002</p> <p>Records related to the functions of establishing conference delegations. These files include, but are not limited to, initial and subsequent accreditation requests, outgoing accreditation cables, staff studies and after-action reports that identify attendees and their roles and budgetary authorizations, conference information form, initial requests for funding of specific travelers and the list of those actually funded, Secretary-signed credentials for heads of delegation, letters to heads of delegation and attendees, agenda, rules of procedure, correspondence and other substantive material.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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

NC-059-75-1, item 1
NC-059-75-1, item 3

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year the conference occurred.

Transfer to Inactive Storage

Retire to 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
Not yet determined.

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

Unknown
Not yet determined.

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Conference Working Files

Disposition Authority Number

DAA-0059-2014-0017-0003

Working/desk files, correspondence, and other documentation related to the carrying out of administrative and program functions that do not contain information of historical value.

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

GRS or Superseded Authority Citation

NC-059-75-1, item 2
NC-059-75-1, item 6

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year the conference occurred

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Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Conference Contractual Agreement and Budget Report Files

Disposition Authority Number DAA-0059-2014-0017-0004

Records consist of documentation and correspondence related to contracts, interagency and service agreements, unscheduled domestic and international host-ship events coordinated and managed by IO/C for the Department or other Federal Agencies, excluding original contract and contractual documentation managed under GRS 3, item 3a(1)(a) or GRS 3, item 3a(1)(b) These files include, but are not limited to, mandatory budget projections and reporting requirements, funding requests, funding justifications, representational funding and approvals, vouchers, receipts, and expenditures that are above fiscal year funding allocation.

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 Cut off at the end of the fiscal year.

Retention Period Destroy 6 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
05/06/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/28/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
03/10/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/16/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/20/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist