

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0018
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 Conflict and Stabilization Operations
Minor Subdivision Office of Program Strategies and Design
Schedule Subject Records of the Office of Program Strategies and Design (CSO/PSD)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0018

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2014-0018-0001
2	Grant Files Disposition Authority Number: DAA-0059-2014-0018-0002
3	1207 Funding Files Disposition Authority Number: DAA-0059-2014-0018-0003

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2014-0018-0001</p> <p>Files include, but not limited to, Standard Operating Procedures (SOP), protocols, programming manuals, etc that provide guidance for implementation and support of CSO projects and/or engagements.</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>Retention Period Destroy/Delete when superseded or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Grant Files</p> <p>Disposition Authority Number DAA-0059-2014-0018-0002</p> <p>Files include, but not limited to, copies of grants awarded, authorization memos and etc. maintained by country. Official copies of grants awarded are maintained in the State Assistance Management System (SAMS) and/or Grant Database Management System.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>

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Disposition Instruction

Cutoff Instruction Cutoff when grant and/or award has closed or has been terminated.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1207 Funding Files

Disposition Authority Number DAA-0059-2014-0018-0003

Files include, but not limited to, documentation regarding contingency program for 1207 funding, meetings, congressional notices, cable reviews, project proposals, status letter to Ambassadors, overseas trip reports, quarterly reports regarding post implementation progress, close out reports and other related information.

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 at the end of project.

Retention Period Destroy 3 years after cutoff or when no longer needed, whichever is later.

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
05/15/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
10/16/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/17/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/17/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist