

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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<br>Disposition Authority Number: DAA-0059-2014-0018-0001      |
| 2               | Grant Files<br>Disposition Authority Number: DAA-0059-2014-0018-0002        |
| 3               | 1207 Funding Files<br>Disposition Authority Number: DAA-0059-2014-0018-0003 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Program Files</b></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><b>Disposition Instruction</b></p> <p>Retention Period                      Destroy/Delete when superseded or when no longer needed, whichever is later.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p> |
| 2               | <p><b>Grant Files</b></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                                  |