

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0019**
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 **Front Office**
Schedule Subject **Records for Conflict & Stabilization Operations Front Office**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0019

Sequence Number	
1	Assistant Secretary & Principal Deputy Assistant Secretary Chronological Files Disposition Authority Number: DAA-0059-2014-0019-0001
2	Assistant Secretary Daily Activity Calendar Disposition Authority Number: DAA-0059-2014-0019-0002
3	Deputy Assistant Secretary & Senior Advisor Chronological Files Disposition Authority Number: DAA-0059-2014-0019-0003

Records Schedule Items

Sequence Number	
1	<p>Assistant Secretary & Principal Deputy Assistant Secretary Chronological Files</p> <p>Disposition Authority Number DAA-0059-2014-0019-0001</p> <p>Files contain information relating to the activities of the Assistant Secretary and the Deputy when acting, in executing the mission programs of the Department. These files include, but are not limited to, memoranda, correspondence, and emails; planning documents; policy files; briefing checklists and summaries; reports; issue papers; congressional notifications; questions for the record (QFRs); conference materials conducted by CSO; and other related information.</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-059-10-03, item1 and item 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p> <p>Transfer to Inactive Storage Retire to RSC 3 years after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>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.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>
2	<p>Assistant Secretary Daily Activity Calendar</p> <p>Disposition Authority Number DAA-0059-2014-0019-0002</p> <p>Assistant Secretary daily activity calendar maintained by the Executive Assistant.</p>

Final Disposition	Permanent
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-059-10-03, item 3a
Disposition Instruction	
Cutoff Instruction	Cut off at the end of calendar year.
Transfer to Inactive Storage	Retire to RSC 3 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 Initial date span is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

3

Deputy Assistant Secretary & Senior Advisor Chronological Files

Disposition Authority Number DAA-0059-2014-0019-0003

Files contain information relating to the activities of the Deputy Assistant Secretary and Senior Advisor when signing off on official policy and operations. These files include, but are not limited to, memoranda, reports, correspondence, emails and other related documents. The materials pertain inclusively to the portfolio of the Deputy Assistant Secretaries and the Senior Advisors.

Final Disposition	Permanent
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	N1-059-10-3, item 4
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of calendar year.
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 Initial date span is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

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
05/30/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/29/2014	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
10/08/2014	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
10/16/2014	Certify	William Fischer	Agency Records Officer	Administration - 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