

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0020**
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 Diplomatic Security**
Minor Subdivision **Office of Domestic Facilities Protection**
Schedule Subject **Records for the Office of Domestic Facilities Protection**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0020

Sequence Number	
1	Action/Information Memoranda Files Disposition Authority Number: DAA-0059-2014-0020-0001
2	Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) Disposition Authority Number: DAA-0059-2014-0020-0002
3	Weekly Activity Report (WAR) Disposition Authority Number: DAA-0059-2014-0020-0003
4	Policy and Plans Clearance Files Disposition Authority Number: DAA-0059-2014-0020-0004
5	Trip Reports Disposition Authority Number: DAA-0059-2014-0020-0005

Records Schedule Items

Sequence Number	
1	<p>Action/Information Memoranda Files</p> <p>Disposition Authority Number DAA-0059-2014-0020-0001</p> <p>Consists of requests for action as well as informational memorandums from the Office of Domestic Operations relating to subject matters pertaining to, but not limited to, policy projects, issues related to the protection of staff, and budgetary matters.</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 calendar 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>Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs)</p> <p>Disposition Authority Number DAA-0059-2014-0020-0002</p> <p>Interagency and Intra-agency MOAs and MOUs on security, criminal and protective operations domestically.</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>

3

Cutoff Instruction Cutoff at end of calendar year in which MOAs/MOUs expires.

Retention Period Destroy 3 year(s) after cutoff or when no longer needed occurs, whichever is later

Additional Information

GAO Approval Not Required

Weekly Activity Report (WAR)

Disposition Authority Number DAA-0059-2014-0020-0003

Record copy summaries of DS/DO/DFP weekly activities.

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

Retention Period Destroy/delete when no longer needed.

Additional Information

GAO Approval Not Required

4

Policy and Plans Clearance Files

Disposition Authority Number DAA-0059-2014-0020-0004

Reference copies of all approved clearances on all Domestic Operations/Domestic Facilities Operations equities.

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

Retention Period Destroy/delete when no longer needed.

Additional Information

5

GAO Approval

Not Required

Trip Reports

Disposition Authority Number

DAA-0059-2014-0020-0005

Arranged by Field Office. Includes security maintenance and preventative reports on building condition, Special Access Program, training and reports by the DFP inspection team.

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

Retention Period

Destroy/delete when 3 years old.

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
07/28/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
08/03/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist