

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0021
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 Energy Resources
Minor Subdivision Office of Electricity and Energy Efficiency
Schedule Subject Records for the Office of Electricity and Energy Efficiency (ENR/ETR/EEE)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2014-0021

Sequence Number	
1	Regional/Country Files Disposition Authority Number: DAA-0059-2014-0021-0001
2	Working Files Disposition Authority Number: DAA-0059-2014-0021-0002
3	Front Office Routine Correspondence Files Disposition Authority Number: DAA-0059-2014-0021-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 412 690 455">Regional/Country Files</p> <p data-bbox="365 463 1149 506">Disposition Authority Number DAA-0059-2014-0021-0001</p> <p data-bbox="365 514 1513 706">Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.</p> <p data-bbox="365 715 922 757">Final Disposition Temporary</p> <p data-bbox="365 766 860 808">Item Status Active</p> <p data-bbox="365 817 828 859">Is this item media neutral? Yes</p> <p data-bbox="365 868 812 1004">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 data-bbox="365 1029 673 1072">Disposition Instruction</p> <p data-bbox="365 1081 1291 1123">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="365 1132 1404 1217">Retention Period Destroy 7 years after cutoff or when no longer needed, whichever is later.</p> <p data-bbox="365 1242 673 1285">Additional Information</p> <p data-bbox="365 1293 958 1336">GAO Approval Not Required</p>
2	<p data-bbox="365 1361 560 1404">Working Files</p> <p data-bbox="365 1412 1153 1455">Disposition Authority Number DAA-0059-2014-0021-0002</p> <p data-bbox="365 1464 1513 1655">Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.</p> <p data-bbox="365 1664 922 1706">Final Disposition Temporary</p> <p data-bbox="365 1715 860 1757">Item Status Active</p> <p data-bbox="365 1766 828 1808">Is this item media neutral? Yes</p> <p data-bbox="365 1817 812 1891">Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar.

Retention Period

Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval

Not Required

Front Office Routine Correspondence Files

Disposition Authority Number

DAA-0059-2014-0021-0003

Contain cables, memorandums, reports and other related correspondence reflecting developing global power markets that drive private demand and finance for energy infrastructure, power technologies and fuels that will transform the ways nations use and produce energy, help diversify energy supply, reduce pollution and address climate change that reflect formulation, coordination and implementation of policies.

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 the calendar year.

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
09/10/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
06/11/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
10/05/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
10/09/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
10/20/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
10/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist