

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Regional/Country Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2014-0021-0001</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at the end of the calendar year.</b></p> <p>Retention Period                      <b>Destroy 7 years after cutoff or when no longer needed, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Working Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2014-0021-0002</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in      <b>No</b></p>

3

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