

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0022**
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 the Assistant Secretary**
Schedule Subject **Records for the Office of the Assistant Secretary and Front Office Staff (ENR/FO)**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	4	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0022

Sequence Number	
1	Assistant Secretary/Special Envoy and Deputy Assistant Secretary Subject Files Disposition Authority Number: DAA-0059-2014-0022-0001
2	Front Office Correspondence Files Disposition Authority Number: DAA-0059-2014-0022-0002
3	Front Office Routine Correspondence Files Disposition Authority Number: DAA-0059-2014-0022-0003
4	Daily Activity Reports Disposition Authority Number: DAA-0059-2014-0022-0004
5	Briefing Books – Assistant Secretary/Special Envoy Disposition Authority Number: DAA-0059-2014-0022-0005
6	Briefing Books – All Other Copies Disposition Authority Number: DAA-0059-2014-0022-0006
7	Biographic Files Disposition Authority Number: DAA-0059-2014-0022-0007
8	Assistant Secretary/Special Envoy's Calendar Disposition Authority Number: DAA-0059-2014-0022-0008

Records Schedule Items

Sequence Number	
1	<p>Assistant Secretary/Special Envoy and Deputy Assistant Secretary Subject Files</p> <p>Disposition Authority Number DAA-0059-2014-0022-0001</p> <p>Files contain information relating to activities of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on their behalf, pertaining to the development and formulation of foreign policy positions or the setting of precedents in executing the mission programs of the Department. These files include, but are not limited to, memorandums, cables, background papers, reports and other relevant correspondence.</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff records at the end of the incumbent tenure.</p> <p>Transfer to Inactive Storage Retire to the Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.</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 Date span of initial transfer 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>Front Office Correspondence Files</p> <p>Disposition Authority Number DAA-0059-2014-0022-0002</p> <p>Outgoing correspondence requiring the attention of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on</p>

their behalf. This includes, but is not limited to, action and briefing memorandums, cables, reports and other relevant correspondence.

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to Inactive Storage Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.

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
Data span of the initial transfer of records is unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

3

Front Office Routine Correspondence Files

Disposition Authority Number DAA-0059-2014-0022-0003

Incoming correspondence including, but not limited to, memorandums, notes and other information that no documented actions are taken.

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.

4

Retention Period Destroy/delete 5 years after cutoff or when no longer needed, whichever is later.

Additional Information

GAO Approval Not Required

Daily Activity Reports

Disposition Authority Number DAA-0059-2014-0022-0004

Reports prepared for and consolidated by the Assistant Secretary/Special Envoy office on the substantive work of officers in ENR, key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for 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 the calendar year.

Retention Period Destroy/delete 5 years after cutoff or when no longer needed, whichever is later.

Additional Information

GAO Approval Not Required

5

Briefing Books – Assistant Secretary/Special Envoy

Disposition Authority Number DAA-0059-2014-0022-0005

Master copy prepared for the Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences, schedules, and travel, or other important activities.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

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

Disposition Instruction

Cutoff Instruction Cutoff 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
Date span of the initial transfer is unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

6

Briefing Books – All Other Copies

Disposition Authority Number DAA-0059-2014-0022-0006

All other copies of briefing books prepared for the Secretary of State, Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences or other important 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 when no longer needed for business purposes.

Additional Information

GAO Approval Not Required

7

Biographic Files

Disposition Authority Number DAA-0059-2014-0022-0007

Background information maintained on political leaders, foreign ministry officials, military leaders, and private sector. Cables, memorandums, news articles, newspaper clippings and other relevant correspondence.

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 Review annually.

Retention Period Delete and/or remove file of individuals no longer of interest. Destroy news articles, news clippings and related correspondence. Offer telegrams and other documents (not previously distributed by INR) to INR Office of Intelligence Operations.

Additional Information

GAO Approval Not Required

Assistant Secretary/Special Envoy's Calendar

Disposition Authority Number DAA-0059-2014-0022-0008

Calendar for the Assistant Secretary/Special Envoy, or any other high level official that can sign on their behalf.

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to Inactive Storage Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later.

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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

Date span of the initial transfer is undetermined 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
09/10/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/14/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
07/22/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/27/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
08/31/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist