

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0023**
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 Oceans and International Environmental and Scientific Affairs**
Minor Subdivision **Office of Environmental Quality and Transboundary Issues**
Schedule Subject **Records for the Office of Environmental Quality and Transboundary Issues (OES/EQT)**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0023

Sequence Number	
1	Public Comments Disposition Authority Number: DAA-0059-2014-0023-0001
2	Application Review Files Disposition Authority Number: DAA-0059-2014-0023-0002
3	Administrative Review Document (ARD) Disposition Authority Number: DAA-0059-2014-0023-0003

Records Schedule Items

Sequence Number	
1	<p>Public Comments</p> <p>Disposition Authority Number DAA-0059-2014-0023-0001</p> <p>Electronic and hard-copy documents received in response to the public comment period for Presidential permit applications, which are legally required for proposed cross-border infrastructure. Electronic files have been posted to regulations.gov; hard-copy documents are arranged by date.</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 when public comment period closes.</p> <p>Transfer to Inactive Storage Retire hard-copy records to the RSC after the public comment period closes or when no longer needed for reference purposes.</p> <p>Retention Period Destroy/delete all files 10 years after date of last comment.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Application Review Files</p> <p>Disposition Authority Number DAA-0059-2014-0023-0002</p> <p>Formal applications, supporting documentation, correspondence, memoranda, forms and other material created/received in the course of OES/E/EQT review of Presidential permit applications. Records are maintained in both hard-copy and electronic form.</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 Yes</p>

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

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff when the final application decision is issued.**

Retention Period **Delete/destroy 15 years after cutoff.**

Additional Information

GAO Approval **Not Required**

Administrative Review Document (ARD)

Disposition Authority Number **DAA-0059-2014-0023-0003**

The ARD contains records that summarize each step in the permitting process and all interactions with every entity contacted, including communication with all Federal, state, local, and tribal government officials, the public, and consultants. Records include: proposals; conflict of interest statements; financial reports; progress reports; interviews; maps of the areas impacted by the proposed project, including cultural and environmental resources (often as shape files); meeting summarizations; site reports from various federal, state, and local agencies on the estimated impact of the proposed project on a variety of subjects; application review documents; correspondence; contracts; and public comments.

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 when final decision is issued.**

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? **From 2008 To 2008**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	75 GB
Paper	43 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
08/31/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
10/18/2016	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
11/01/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
12/08/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
12/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/15/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist