

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0024**
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 Counterterrorism**
Minor Subdivision **Front Office**
Schedule Subject **Records of the Front Office of the Bureau of Counterterrorism (CT/
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 1 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0024

| Sequence Number | |
|-----------------|---|
| 1 | Front Office Program Files Disposition Authority Number: DAA-0059-2014-0024-0001 |
| 2 | Staff Program Files Disposition Authority Number: DAA-0059-2014-0024-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Front Office Program Files</p> <p>Disposition Authority Number DAA-0059-2014-0024-0001</p> <p>Records documenting the activities of the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties, including relevant documentation facilitated by staff assistants, senior advisors, etc. These files include all correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes; notes, including meeting notes and handwritten notes; speeches and testimonies; statements; Congressionals; reports; briefing materials; background and fact sheets, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of the Coordinator and Principal Deputy Coordinator while serving in the official capacity.</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 Cut off at the end of the Coordinator's tenure in position.</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 the 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>Staff Program Files</p> |

Disposition Authority Number DAA-0059-2014-0024-0002

Records documenting the activities of any staff members other than the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties. Records include copies and drafts of correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes, speeches and testimonies, statements, Congressionals, press-releases, briefing materials, background and fact sheets, daily and/or weekly activity records, as well as reference materials, including press clippings, external reports and publications, and extra copies of 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 Cut off at the end of fiscal year.

Retention Period Destroy 5 years after cutoff or sooner if no longer needed for business purposes.

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 |
| 05/05/2016 | Return for Revision | Meredith Scheiber | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/26/2016 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 05/27/2016 | Certify | William Fischer | Agency Records Officer | Administration - A/GIS/IPS/RA |
| 07/15/2016 | Submit for Concurrence | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 07/15/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 07/15/2016 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 07/18/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |