

## Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2014-0025  
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 Conflict and Stabilization Operations  
Minor Subdivision                Office of Analysis, Planning, Programs and Learning  
Schedule Subject                Records of the Office of Learning & Training  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2014-0025

Sequence Number	
1	<b>Training Records</b> Disposition Authority Number: DAA-0059-2014-0025-0001
2	<b>Learning and Best Practices Records</b> Disposition Authority Number: DAA-0059-2014-0025-0002
3	<b>Evaluations Records</b> Disposition Authority Number: DAA-0059-2014-0025-0003
4	<b>Office Administration (Internal Strategy) Records</b> Disposition Authority Number: DAA-0059-2014-0025-0004

Records Schedule Items

Sequence Number	
1	<p><b>Training Records</b></p> <p>Disposition Authority Number      <b>DAA-0059-2014-0025-0001</b></p> <p>Training records are maintained by course title that include, but not limited to, course content; originally developed course materials; course materials developed by external sources for CSO; power point presentations; registrar records; case study documents; training rosters; survey responses; schedules; agreements (MOU, MOA, etc); and other related information.</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff is termination of specific training course.</b></p> <p>Retention Period                      <b>Destroy 5 years after cutoff or when no longer needed for reference, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Learning and Best Practices Records</b></p> <p>Disposition Authority Number      <b>DAA-0059-2014-0025-0002</b></p> <p>Copies of sample documents, guidance, templates and related information regarding conflict prevention and stabilization best practices from the various engagements that include, but not limited to, assessments, analysis, visual projects, strategies, metric, and other relevant documentation.</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>

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

No

**Disposition Instruction**

Retention Period

Destroy when obsolete, superseded or when no longer needed for reference, whichever is longer.

**Additional Information**

GAO Approval

Not Required

**Evaluations Records**

Disposition Authority Number

DAA-0059-2014-0025-0003

Files contain program evaluations reflecting the effectiveness and/or influence concerning CSO engagements that include, but not limited to, funding, policy, diplomatic efforts, impact evaluations/statements and other related documentation.

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 engagement.

Retention Period

Destroy 5 years after cutoff or when no longer needed for reference, whichever is longer.

**Additional Information**

GAO Approval

Not Required

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**Office Administration (Internal Strategy) Records**

Disposition Authority Number

DAA-0059-2014-0025-0004

Files contain internal strategies that include, but not limited to, planning documents, work plans, budgetary documents, training and other related materials.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of calendar year.
Retention Period	Destroy 5 years after cutoff or when no longer needed for reference, whichever is later.
<b>Additional Information</b>	
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
10/10/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
11/30/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
02/25/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
02/29/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
03/07/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
03/10/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/10/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
03/21/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/22/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/23/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

03/24/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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