

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0001
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 the Executive Director (CSO/EX)
Schedule Subject Records Concerning the Office of the Executive Director Staff
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0001

Sequence Number	
1	Administrative Memorandums Disposition Authority Number: DAA-0059-2015-0001-0001
2	Budget and Financial Resource Management Files Disposition Authority Number: DAA-0059-2015-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Administrative Memorandums</p> <p>Disposition Authority Number DAA-0059-2015-0001-0001</p> <p>Contains copies of documents that include, but not limited to, action, decisional and informational memos, background materials pertaining to requests for resources, internal support, security requirements, and other related information needed to support the program or project objectives.</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 at the end of the calendar year or when project is terminated.</p> <p>Retention Period Destroy 5 years after cutoff or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Budget and Financial Resource Management Files</p> <p>Disposition Authority Number DAA-0059-2015-0001-0002</p> <p>Background documents related to budget planning and execution, International Cooperative Administrative Support Services (ICASS), Working Capital Fund, grant expenditures captured in State Assistance Management System (SAMS), and other related information regarding the budgetary and financial support of the program operations and concerns. Documents include, but not limited to, copies of memos, correspondence, reports, vouchers, contracts, invoices, cuff records and other related resource documentation.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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	
Cutoff Instruction	Cutoff annually or when funds have been expended whichever is later.
Retention Period	Destroy 6 years after cutoff or when no longer needed for audit or verification purposes, 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
10/31/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
01/05/2016	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
04/13/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/20/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/21/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
04/25/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
05/11/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/11/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

05/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist