

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0002
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 Energy Diplomacy - Regional Offices (ENR/EDP/EWA-MEA)
Schedule Subject Records for the Office of Energy Diplomacy Regional Offices Europe,
Western Hemisphere, Africa (EWA) & Middle East, Asia (MEA)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0002

Sequence Number	
1	Country Files Disposition Authority Number: DAA-0059-2015-0002-0001
2	Program/Project Files Disposition Authority Number: DAA-0059-2015-0002-0002
3	Working Files Disposition Authority Number: DAA-0059-2015-0002-0003

Records Schedule Items

Sequence Number	
1.	<p>Country Files</p> <p>Disposition Authority Number DAA-0059-2015-0002-0001</p> <p>Regional files include, but not limited to, copies of memorandums, briefing checklists, telegrams, reports, maps, presentations, documentation and other related correspondence regarding the management, implications and influence of traditional hydrocarbon resources and other energy resources concerns.</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.</p> <p>Retention Period Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Program/Project Files</p> <p>Disposition Authority Number DAA-0059-2015-0002-0002</p> <p>Project files include, but are not limited to, copies of telegrams, memorandums, briefing checklists, talking points, letters of correspondence, Presidential Permit applications and supporting documentation, letters of inquiry, records of decision, relevant Executive Orders and related correspondence reflecting the Department's role in processing Presidential Permit applications for cross-border pipelines under Executive Order 13337 which delegates to the Secretary of State the President's authority to receive applications for permits for the construction, connection, operation, and/or maintenance of facilities for the exportation or importation of petroleum, petroleum products, coal, or other fuels (except natural gas) at the border of the United States, and to issue or deny such Presidential Permits upon a national interest determination.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

3	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year.
	Retention Period	Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Working Files	
	Disposition Authority Number	DAA-0059-2015-0002-0003
	Files include, but not limited to, copies of gas line permits, approval documentation, cables, memorandums, background information and other related correspondence regarding energy resources concerns.	
	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	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year in which the project is closed. Screen out official documents for incorporation in the appropriate program or project files upon completion of the activity.	
Retention Period	Destroy/delete 2 years after cutoff or when no longer needed, whichever is longer.	
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
04/16/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/20/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
06/02/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
06/04/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
06/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist