

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2015-0003**
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, Energy Governance & Access**
Minor Subdivision **Office of Energy Programs (ENR/EGA/EP)**
Schedule Subject **Records Concerning the Office of Energy Programs**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2015-0003

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2015-0003-0001
2	Subject Files Disposition Authority Number: DAA-0059-2015-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2015-0003-0001</p> <p>Files contain information regarding the improvement of energy governance that includes, but not limited to, copies of funding and budgetary materials, foreign assistance resources, interagency agreements, operational plans, congressional notifications, grant documents, contract documents and other related documentation regarding energy 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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of calendar year or when project end and/or is terminated.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Subject Files</p> <p>Disposition Authority Number DAA-0059-2015-0003-0002</p> <p>Files contain documents regarding the policies and procedures, relating to energy governance, issues and security. Files include, but not limited to, briefing checklists, briefing papers, talking points, congressional documents, speeches, presentation materials and other related information. Files maintained by subject and/or project.</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?

No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of calendar year.

Retention Period

Destroy 5 year(s) after cutoff or when superseded or when no longer needed occurs, 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
08/19/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/24/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
09/09/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
09/15/2015	Submit for Concurrence	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist