

### Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2015-0005  
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 Policy  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2015-0005

Sequence Number	
1	Thematic Files Disposition Authority Number: DAA-0059-2015-0005-0001
2	Portfolio Management Documents Disposition Authority Number: DAA-0059-2015-0005-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Thematic Files</b></p> <p>Disposition Authority Number      <b>DAA-0059-2015-0005-0001</b></p> <p>Contain documents pertaining to the crosscutting approaches to conflict issues that include, but not limited to, strategic documents, key questions, quick reference guides, list of subject matter experts (SMEs) and related information. Files organized by thematic issues/conflicts.</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at the end of the engagement.</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after cutoff or when no longer needed, occurs, whichever is later</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>Portfolio Management Documents</b></p> <p>Disposition Authority Number      <b>DAA-0059-2015-0005-0002</b></p> <p>Contain background documentation that provides evidence that a country and/or region(s) warrant CSO investment due to the urgency, national security, policy relevance or opportunity for impact. Information includes, but not limited to, organizational documents, charts, reviews, consolidate recommendations and other related 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> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>

Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year.
Retention Period	Destroy 5 year(s) after cutoff or when no longer needed for reference 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
02/18/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
06/20/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/05/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
07/07/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist