

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0006

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 Partnerships and Strategic Communications

Schedule Subject Records Concerning the Office of Partnerships & Strategic Communications (CSO/PL/P)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0006

Sequence Number	
1	Briefing Books Disposition Authority Number: DAA-0059-2015-0006-0001
2	Engagement Documents and Summaries Disposition Authority Number: DAA-0059-2015-0006-0002
3	Public Outreach Disposition Authority Number: DAA-0059-2015-0006-0003
4	Public Affairs Files Disposition Authority Number: DAA-0059-2015-0006-0004
5	Partnership Profiles Disposition Authority Number: DAA-0059-2015-0006-0005

Records Schedule Items

Sequence Number	
1	<p>Briefing Books</p> <p>Disposition Authority Number DAA-0059-2015-0006-0001</p> <p>Copies of briefing book contains table of content, background documentation, schedules, briefing checklist and other related subject materials. The books are prepared for the Assistant Secretary and Deputy Assistant Secretary for their overseas trips.</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 3 year(s) after cutoff or when no longer need for business purposes or for reference occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Engagement Documents and Summaries</p> <p>Disposition Authority Number DAA-0059-2015-0006-0002</p> <p>File contains information documenting engagement activities that include, but not limited to, narrative statements, factsheets, summaries, reports and other related correspondence.</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>

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the engagement.
Retention Period Destroy 3 year(s) after cutoff or when updated or superseded occurs, whichever is later

Additional Information

GAO Approval Not Required

Public Outreach

Disposition Authority Number DAA-0059-2015-0006-0003

Contains agendas and documentation regarding discussions, as well as, participation of partnerships that provide insight into conflicts/engagements, projects idea and other related subject matters that is attained through participation at CSO Partnership Luncheons with Assistant Secretary, think tanks, subject matter experts (SMEs), brown bags, roundtable discussions, academic engagements other related venues.

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 calendar year.
Retention Period Destroy when no longer needed for reference and/or research, whichever is later.

Additional Information

GAO Approval Not Required

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Public Affairs Files

Disposition Authority Number DAA-0059-2015-0006-0004

Files contain documentation regarding issues, concerns and activities that include, but not limited to, correspondence, event calendars, powerpoint presentations, multimedia speeches, videos, audio, photos, press guidance and other related information.

Final Disposition Temporary

Item Status Active

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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	
Retention Period	Destroy/delete when superseded or when no longer needed, whichever is longer.
Additional Information	
GAO Approval	Not Required
Partnership Profiles	
Disposition Authority Number	DAA-0059-2015-0006-0005
Contains documentation, background information regarding partner governments and multilateral organization, as well as, the various programs, projects, and activities. The partners include, but not limited to, offices in other governments, emerging powers, private sector organizations, UN peacekeeping and peace-building operations, and other related partnerships.	
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	
Retention Period	Destroy/Delete when superseded or when no longer needed for reference.
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
02/22/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
02/29/2016	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
06/22/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
06/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist