

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2015-0007**
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 Transformation**
Minor Subdivision **Office of Alternative and Renewable Energy**
Schedule Subject **Records of the Office of Alternative & Renewable Energy (ENR/ETR/
ARE)**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0007

Sequence Number	
1	Program/Project Files Disposition Authority Number: DAA-0059-2015-0007-0001
2	Advisory Board, Committee and Organizational Historical Files Disposition Authority Number: DAA-0059-2015-0007-0002
3	Advisory Board, Committee and Organizational Working Files Disposition Authority Number: DAA-0059-2015-0007-0003

Records Schedule Items

Sequence Number	
1	<p>Program/Project Files</p> <p>Disposition Authority Number DAA-0059-2015-0007-0001</p> <p>Contains information reflecting implementation and development of renewable, cleaner and alternative energy resources and technologies in the international market. The files include, but not limited to, copies of cables, memorandums, reports, financial evaluations and other related correspondence pertaining to energy transformation.</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 Cut off at the end of the calendar year.</p> <p>Retention Period Destroy/delete 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>Advisory Board, Committee and Organizational Historical Files</p> <p>Disposition Authority Number DAA-0059-2015-0007-0002</p> <p>Contains documentation of subcommittees, working groups, or other subgroup/foundation activities that support reports and recommendations to the parent committee and/or organization regarding sustainable and renewable energy resources, but does not include organizations governed under the Federal Advisory Committee Act (FACA). The parent organizations include, but are not limited to the UN Sustainable Energy for All Initiative (SE4ALL) and the International Renewal Energy Agency (IRENA). The documents may include, but not limited to, correspondence, briefing materials, reports, transcripts and other related information.</p> <p>Final Disposition Permanent</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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year or when advisory board, subcommittees and/or working groups are terminated.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Initial date span is unknown at this time.
	How frequently will your agency transfer these records to the National Archives?	Every 25 Years
	Advisory Board, Committee and Organizational Working Files	
	Disposition Authority Number	DAA-0059-2015-0007-0003
	Documentation related to day-to-day activities and/or do not contain unique information of historical value. The files include, but not limited to, routine correspondence, request for information, reference copies of meeting agenda and minutes, publications, pamphlets, studies, and other related information.	
	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	Cut off at the end of the calendar year.	
Retention Period	Destroy/delete 3 years after the cutoff.	
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
12/05/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
08/21/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR 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
09/10/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist