

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2015-0008**
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 Diplomatic Security**
Minor Subdivision **High Threat Programs Directorate (DS/HTP)**
Schedule Subject **Records created and/or maintained by the High Threat Programs Directorate**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
17	1	16	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0008

Sequence Number	
1	Executive Secretariat Memoranda Disposition Authority Number: DAA-0059-2015-0008-0001
2	Director Chronological Files Disposition Authority Number: DAA-0059-2015-0008-0002
3	Action Memoranda and Information Memoranda Files Disposition Authority Number: DAA-0059-2015-0008-0003
4	Memoranda of Agreements (MOAs) and Memoranda of Understandings (MOUs) Disposition Authority Number: DAA-0059-2015-0008-0004
5	Congressional Correspondence Files Disposition Authority Number: DAA-0059-2015-0008-0005
6	Inspector General Reports Disposition Authority Number: DAA-0059-2015-0008-0006
7	High Profile Case Files Disposition Authority Number: DAA-0059-2015-0008-0007
8	Routine Case Files Disposition Authority Number: DAA-0059-2015-0008-0008
9	Post Security Program Review Disposition Authority Number: DAA-0059-2015-0008-0009
10	Special Program Files Disposition Authority Number: DAA-0059-2015-0008-0010
11	Regional Survey Test (RST) Records Disposition Authority Number: DAA-0059-2015-0008-0011
12	DS Liaison Office Records (DSLNO) Disposition Authority Number: DAA-0059-2015-0008-0012
13	Budget Background Records Disposition Authority Number: DAA-0059-2015-0008-0013
14	Responses to Regulatory Agencies Files Disposition Authority Number: DAA-0059-2015-0008-0014
15	Communications Equipment Tracking Files Disposition Authority Number: DAA-0059-2015-0008-0015
16	Communications Security Inventory Records Disposition Authority Number: DAA-0059-2015-0008-0016
17	Weekly Activity Reports Files Disposition Authority Number: DAA-0059-2015-0008-0017

Records Schedule Items

Sequence Number	
1	<p>Executive Secretariat Memoranda</p> <p>Disposition Authority Number DAA-0059-2015-0008-0001</p> <p>Copies of Executive Secretariat memorandums pertaining to the Department of State's requests for Department of Defense (DoD) assistance in the evacuation of and deployment of special security forces to U.S. embassies, as well as support for DS security operations when required to provide security and protection to foreign heads of state in their own countries.</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>Retention Period Destroy when 5 years old or when no longer needed for agency business, whichever is longer.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Director Chronological Files</p> <p>Disposition Authority Number DAA-0059-2015-0008-0002</p> <p>Copies of various incoming and outgoing correspondence signed by the Director, including, but not limited to the following: OIG requests/responses, internal instructions, reports, memoranda of understanding or agreement, and briefing materials. Files are stored chronologically and are maintained by month and year.</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>

3

Cutoff Instruction Cut off at end of calendar year.
Retention Period Destroy three (3) years after cutoff or when no longer
needed for reference, whichever is longer.

Additional Information

GAO Approval Not Required

Action Memoranda and Information Memoranda Files

Disposition Authority Number DAA-0059-2015-0008-0003

Consist of requests for action and information memoranda from HTP on policy, projects, issues related to the protection of security, staff, budgetary matters, and criminal and administrative operations.

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 end of calendar year.

Retention Period Destroy three (3) years after cutoff or when no longer
needed, whichever is longer.

Additional Information

GAO Approval Not Required

4

Memoranda of Agreements (MOAs) and Memoranda of Understandings (MOUs)

Disposition Authority Number DAA-0059-2015-0008-0004

Interagency and intra-agency MOAs and MOUs regarding security operations at SOCOM, JSOC, CENTCOM and AFRICOM.

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

5

Cutoff Instruction Cut off at end of calendar year in which signed.
Retention Period Destroy three (3) years after cutoff or when superseded, whichever is later.

Additional Information

GAO Approval Not Required

Congressional Correspondence Files

Disposition Authority Number DAA-0059-2015-0008-0005

Documents including Department testimonies and speeches, prepared press guidance, and memoranda prepared for the Bureau regarding legislative action of interest, responses to congressional requests, legislative referrals requesting DOS views on pending legislation, and testimonies, bills, or related correspondence by other agencies.

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 end of fiscal year.

Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

6

Inspector General Reports

Disposition Authority Number DAA-0059-2015-0008-0006

Copies of Office of Inspector General (OIG), security oversight, and audit reports, as well as, documents relating to tasking actions involving OIG report recommendations and reports of coordinating actions and responses to OIG recommendations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

7	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Retention Period	Destroy 6 year(s) and 3 month(s) after action is closed by the OIG.
	Additional Information	
	GAO Approval	Not Required
	High Profile Case Files	
	Disposition Authority Number	DAA-0059-2015-0008-0007
	Files and cases that reflect distinctive DOS activities, attract media or Congressional interest, or are otherwise historically significant. Files are comprised of all records related to the case or incident, including memoranda, reports, program reviews, correspondence and cables.	
	Final Disposition	Permanent
	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
8	Disposition Instruction	
	Transfer to Inactive Storage	Retire to RSC 3 years after case closes for transfer to Washington National Records Center (WNRC).
	Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Initial date span undetermined.
	How frequently will your agency transfer these records to the National Archives?	Unknown Undetermined at this time.
	Routine Case Files	
	Disposition Authority Number	DAA-0059-2015-0008-0008
	All other cases that do not meet the criteria for high profile cases.	

9	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	Review every 5 years. Destroy 20 years after case has been determined to no longer have any security interest.
	Additional Information	
	GAO Approval	Not Required
	Post Security Program Review	
	Disposition Authority Number	DAA-0059-2015-0008-0009
Correspondence, memoranda, and inspection reports on post security activities covering ambassador briefings, crisis management, local guards, RSO travel, Post Security Program Reviews, security committees and groups, surveys, U.S. Marines, and other related subjects.		
10	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 when superseded.
	Additional Information	
	GAO Approval	Not Required
	Special Program Files	
	Disposition Authority Number	DAA-0059-2015-0008-0010
Copies of cables, emails, reports and memoranda, arranged by embassies, regarding special teams that previously supported Regional Security Officers (RSO) overseas.		

11

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 when 5 years old or when no longer needed for agency business, whichever is longer.

Additional Information

GAO Approval Not Required

Regional Survey Test (RST) Records

Disposition Authority Number DAA-0059-2015-0008-0011

Records used in DS sponsored programs, funded by DoD, including coordination for security surveys, quarterly coordination requirements, and approval cables from U.S. Embassies, Consulates, and Consulate Generals as part of a program designed to assist with updating the Diplomatic facility's Emergency Action Plans (EAP).

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 annually.
Retention Period Destroy when superseded.

Additional Information

GAO Approval Not Required

12

DS Liaison Office Records (DSLNO)

Disposition Authority Number DAA-0059-2015-0008-0012

Consists of administrative records for each of the DS Special Agents assigned to the Department of Defense (DoD) Geographical Combatant and Functional

Commands. Files contain Memorandums of Agreement (MOA) assigning these DS Special Agents to each of the Commands, their Position Descriptions, and any other administrative actions concerning their assignments.

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 when assignments end.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Budget Background Records

Disposition Authority Number DAA-0059-2015-0008-0013

Cost statements, rough data and similar materials accumulated in the preparation of budget estimates and justification, formulations and other related documentation.

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 file at end of fiscal year.

Retention Period Destroy 5 years after cut-off or when no longer needed for business purposes, whichever is longer.

Additional Information

GAO Approval Not Required

Responses to Regulatory Agencies Files

Disposition Authority Number DAA-0059-2015-0008-0014

13

14

Consists of a compilation of minutes, inquiries and responses, notes, working files and copies of final reports from the Office of Inspector General (OIG) and the General Accounting Office (GAO), providing information on U.S. embassy security contracts in Afghanistan and Iraq, audits of the design and construction of the new embassy compounds, and detailed information on GAO engagements/assignments for Iraq Reconstruction.

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 in year in which signed.

Transfer to Inactive Storage Transfer to RSC.

Retention Period Destroy when 7 years old.

Additional Information

GAO Approval Not Required

15

Communications Equipment Tracking Files

Disposition Authority Number DAA-0059-2015-0008-0015

Lists of all office laptops, FOBs, cell phones, and other devices etc. issued, as well as signed User Briefing/Acknowledgement Forms and User Agreement for Official Use forms.

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 after items determined to be excess.

Additional Information

GAO Approval Not Required

16

Communications Security Inventory Records

Disposition Authority Number **DAA-0059-2015-0008-0016**

Contains logs and forms on communications security equipment to include, but not limited to, transmissions, transactions, inventory, destruction, change of custodian, possession, unit security officers and other related subjects.

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 end of calendar year.**

Retention Period **Destroy 1 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

17

Weekly Activity Reports Files

Disposition Authority Number **DAA-0059-2015-0008-0017**

Weekly Activity Reports on security received from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.

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 file at end of calendar year.**

Retention Period **Destroy 1 year(s) after 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
02/10/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
12/17/2015	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/14/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
01/15/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/02/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist