

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2015-0009**
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 **Diplomatic Security Services**
Schedule Subject **Records concerning the Office of Diplomatic Security Services**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0009

Sequence Number

1

Director Chron Files

Disposition Authority Number: DAA-0059-2015-0009-0001

Records Schedule Items

Sequence Number	
1	<p>Director Chron Files</p> <p>Disposition Authority Number DAA-0059-2015-0009-0001</p> <p>Reference copies of various incoming and outgoing correspondence signed by the Director, including but not limited to: memoranda, OIG requests/responses, internal instructions, reports, Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs) personnel evaluations, action memoranda, responses to congressional inquiries, and briefing materials primarily related to facility security and personnel "Fitness for Duty" evaluation requests. The files are stored chronologically and are maintained by month and year. (NOTE: Record copies are stored in subordinate offices; files at the A/S level are permanent.)</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 end of calendar year.</p> <p>Retention Period Destroy three (3) years after cut-off date or when no longer needed for reference, whichever is longer.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
11/18/2015	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/19/2015	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
11/27/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
01/04/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
01/04/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist