

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2015-0010**  
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 International Narcotics and Law Enforcement Affairs**  
Schedule Subject                 **Consolidated Schedule: Records of the Bureau of International  
Narcotics and Law Enforcement Affairs.**

Internal agency concurrences will be provided    **No**

Background Information         **Flexible schedule which consolidates the records of the Bureau of International Narcotics and Law Enforcement. Applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>11</b>	<b>3</b>	<b>8</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2015-0010

Sequence Number	
1	<b>Deputy Assistant Secretary Files</b> Disposition Authority Number: DAA-0059-2015-0010-0001
2	<b>Program Files</b> Disposition Authority Number: DAA-0059-2015-0010-0002
3	<b>Project Files</b> Disposition Authority Number: DAA-0059-2015-0010-0003
4	<b>Special Project Files</b> Disposition Authority Number: DAA-0059-2015-0010-0004
5	<b>Working Files</b> Disposition Authority Number: DAA-0059-2015-0010-0005
6	<b>Inspection/Audit Reference Files</b> Disposition Authority Number: DAA-0059-2015-0010-0006
7	<b>Criminal Justice Assistance and Partnership (INL/CAP) Training Files</b> Disposition Authority Number: DAA-0059-2015-0010-0007
8	<b>Policy, Planning and Coordination (INL/PC) Public Affairs Public Diplomacy Files</b> Disposition Authority Number: DAA-0059-2015-0010-0008
9	<b>Office of Resource Management (INL/RM) Letters of Agreement</b> Disposition Authority Number: DAA-0059-2015-0010-0009
10	<b>Office of Resource Management (INL/RM) Audit and Oversight Engagement Files</b> Disposition Authority Number: DAA-0059-2015-0010-0010
11	<b>INL Aviation Management System</b> Disposition Authority Number: DAA-0059-2015-0010-0011

## Records Schedule Items

Sequence Number	
1	<p data-bbox="349 417 808 449"><b>Deputy Assistant Secretary Files</b></p> <p data-bbox="349 470 1138 502">Disposition Authority Number      <b>DAA-0059-2015-0010-0001</b></p> <p data-bbox="349 523 1498 927"><b>Records documenting the activities of the Principal Deputy Assistant Secretary and Deputy Assistant Secretaries (DASs) for the Bureau of International Narcotics and Law Enforcement in the directing and carrying out of their duties, including relevant documentation facilitated by staff assistants, senior advisors, etc. These files include all correspondence; memoranda; reports and intelligence reports; policy; position and decision papers; diplomatic notes; notes, including meeting notes and handwritten notes; speeches and testimonies; statements; Congressionals; press-releases; briefing materials; background and fact sheets, daily and/or weekly activity records, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of the DASs while serving in the official capacity.</b></p> <p data-bbox="349 949 915 981">Final Disposition                      <b>Permanent</b></p> <p data-bbox="349 1002 846 1034">Item Status                                <b>Active</b></p> <p data-bbox="349 1055 802 1087">Is this item media neutral?            <b>No</b></p> <p data-bbox="349 1108 1498 1172">Explanation of limitation              <b>Records are exclusively electronic. The inclusive start date is 01-01-2012.</b></p> <p data-bbox="349 1193 802 1310">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 data-bbox="349 1353 662 1385"><b>Disposition Instruction</b></p> <p data-bbox="349 1406 1386 1481">Cutoff Instruction                        <b>Cut off at the end of the incumbent's tenure in position.</b></p> <p data-bbox="349 1502 1435 1534">Transfer to Inactive Storage            <b>Retire to the Records Service Center after cut off.</b></p> <p data-bbox="349 1555 1435 1630">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff.</b></p> <p data-bbox="349 1661 656 1693"><b>Additional Information</b></p> <p data-bbox="349 1715 829 1747">First year of records accumulation    <b>2012</b></p> <p data-bbox="349 1768 1273 1853">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown Initial date span unknown at this time.</b></p>

2

How frequently will your agency transfer these records to the National Archives? **Unknown**  
The frequency of transfer is unknown at this time.

**Program Files**

Disposition Authority Number **DAA-0059-2015-0010-0002**

**Records related to Department and INL initiatives to counter crime with impact on U.S. interests and minimize its adverse effects on US citizens. These files include policy; plans and strategic plans; briefing and testimony materials; Questions for the Record; action memos; position papers; program reviews and other reports, including relevant statistics, studies, and surveys; factsheets; and all other substantive correspondence and other documentation related to the directing and carrying out of policy, program functions and responsibilities in INL. This item applies to all program files within INL offices and their future equivalents: Front Office, Office of Anticrime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, Office of Audit Oversight, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs. See crosswalk for additional information.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are exclusively electronic. The inclusive start date is 01-01-2012.**

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 when 10 years old; or when no longer needed for reference, whichever occurs first.**

Transfer to Inactive Storage **Retire to the RSC upon cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives when 25 years old.**

**Additional Information**

First year of records accumulation **2012**

3

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Initial date span of transfer unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

**Project Files**

Disposition Authority Number **DAA-0059-2015-0010-0003**

Records documenting the projects and activities of the various offices within INL. These files include, but are not limited to, work plans; copies of interagency, implementation, and regional agreements; memorandums of understanding; decisional documentation on the administration of the projects; funding and budgetary information; working group papers; informational and educational material; partnership event and outreach material; presentations; assessment reports; desk reviews and studies; trip views and site visit reports; copies of contract documentation; cables; and correspondence related to the projects. This item applies to all project files within INL offices and their future equivalents: Office of Anticrime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs. This item does not include those projects that are deemed significant due to departmental, Congressional, and/or public interest. See crosswalk for additional 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 activity, contract or grant.**

Transfer to Inactive Storage **Retire to the RSC upon cut off.**

Retention Period **Destroy 25 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

4

**Special Project Files**

Disposition Authority Number DAA-0059-2015-0010-0004

Records relating to the projects and activities that received significant Presidential, Congressional, Departmental, of public attention. This item applies to all project files within INL offices and their future equivalents: Office of Anticrime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs. See crosswalk for additional information.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic. The inclusive start date is 01-01-2012.

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 activity, contract or grant.

Transfer to Inactive Storage Retire to the RSC upon cut off.

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? Unknown  
The frequency of transfer is unknown at this time.

**Working Files**

Disposition Authority Number DAA-0059-2015-0010-0005

These files include drafts of correspondence, memoranda, reports and intelligence reports, policy, position and decision papers, diplomatic notes, speeches and testimonies, statements, Congressionals, press-releases, briefing materials, background and fact sheets, excluding drafts with substantive edits or annotations that are to be incorporated into the appropriate Program File. These files also include reference materials, as well as press clippings, external reports and

5

publications that did not influence the mission or policy of the Bureau, and extra copies of correspondence.

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 fiscal year.

Retention Period Destroy when no longer needed for agency business.

**Additional Information**

GAO Approval Not Required

**Inspection/Audit Reference Files**

Disposition Authority Number DAA-0059-2015-0010-0006

Copies of OIG, GAO, AOS and other auditing agency inspections and audit reports; related correspondence; documentation relating to tasking actions involving auditing report recommendations; and reports of coordinating action and responses to the auditing 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 electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Retention Period Destroy when no longer needed for agency business.

**Additional Information**

GAO Approval Not Required

**Criminal Justice Assistance and Partnership (INL/CAP) Training Files**

Disposition Authority Number DAA-0059-2015-0010-0007

Educational material, including presentations, lesson plans, rosters, curricula, and activity reports; training material and reference guidance on history and culture,

6

7

human rights, legal issues, law enforcement, skills training and other specialized training.

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 activity, contract or grant.

Transfer to Inactive Storage Retire to the RSC upon cut off.

Retention Period Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

Policy, Planning and Coordination (INL/PC) Public Affairs Public Diplomacy Files

Disposition Authority Number DAA-0059-2015-0010-0008

Records relating to the routine projects and activities of the public affairs and public diplomacy functions of the Office of Policy, Planning and Coordination (INL/PC), generally generated by INL/PC. These files include, but are not limited to, press strategy and guidance; talking points developed for spokespeople; interview packages, including approvals and quotes for attribution; contact lists of reporters; public calendars; newsletters; website material; media notes and press releases generally generated by INL/PC; and press interview 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 at the end of the activity, contract or grant.

Transfer to Inactive Storage Retire to the RSC upon cut off.

Retention Period Destroy 5 year(s) after cutoff.

8



9

**Additional Information**

GAO Approval Not Required

**Office of Resource Management (INL/RM) Letters of Agreement**

Disposition Authority Number DAA-0059-2015-0010-0009

**Non-recordkeeping versions of agreements in cases where the original is filed with the Office of Treaty Affairs.**

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 Transfer original agreements to the Office of Treaty Affairs when no longer needed for agency business. Destroy all other copies when no longer needed for agency business and official version is verified to have been filed with the Office of Treaty Affairs.

**Additional Information**

GAO Approval Not Required

10

**Office of Resource Management (INL/RM) Audit and Oversight Engagement Files**

Disposition Authority Number DAA-0059-2015-0010-0010

**Records relating to the inspections, audits and assessments conducted by INL on its activities, programs and functions. These files include but are not limited to notifications; meetings; requests for information; program reviews; draft reports and recommendations; final reports; and all substantive correspondence and other documentation related to the audit and oversight of INL.**

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**

11

Retention Period Destroy when 10 years old, or when no longer needed for agency business, whichever is later.

Additional Information

GAO Approval Not Required

**INL Aviation Management System**

Disposition Authority Number DAA-0059-2015-0010-0011

All systems and records used for fleet management purposes including the interchange of aviation parts, service and information used by the Office of Aviation (INL/A) to capture and validate data for INL/A missions. The systems centralize the tools necessary for creating reports and tracking aircraft refurbishment, controlling the acquisition and distribution of materials, managing maintenance service personnel information and labor information, tracking training requirements associated with maintenance actions, and provides asset management (property book) of government property.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which event occurred.

Retention Period Destroy/Delete 25 years after cutoff or when no longer needed, 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
03/27/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
06/15/2016	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
03/10/2017	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
03/24/2017	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
06/06/2017	Return to Submitter	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
06/06/2017	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
06/06/2017	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
09/20/2018	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/04/2018	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
10/10/2018	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives

				Management Division A GIS IPS RA
12/07/2018	Submit for Concur rence	Sean Curry	Senior Appraisal Arc hivist	National Archives and Records Administration - Agency Services
12/19/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
12/19/2018	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
12/19/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

CROSSWALK, DAA-0059-2015-0010								
ITEM NUMBER	BUCKET TITLE	NEW RETENTION	SERIES LEVEL CUT OFF INSTRUCTIONS, WHERE APPLICABLE	CURRENT SERIES TITLE	SUPERSEDED AUTHORITY	SUPERSEDED RETENTION	OFFICE OF RECORD, PERMANENT RECORDS ONLY	RELATED SERIES
0001	Deputy Assistant Secretary Files	Permanent	Cutoff at tenure	n/a	n/a; new Item 2012 forward	n/a	Front Office	N1-59-88-17/1 and 2a
0002	Program Files	Permanent	Cutoff at end of fiscal year	n/a	n/a; new Item 2012 forward	n/a	Front Office	N1-59-88-17/1
							Office of Anticrime	N1-59-88-17/1
							Office of Criminal Justice	N1-59-88-17/1
							Office of Policy and Planning	N1-59-88-17/1, 6 and 7
							Office of Resource Management	N1-59-88-17/1
							Office of Western Hemisphere Programs	N1-59-88-17/1 and 5
							Office of Afghanistan and Pakistan Programs	N1-59-88-17/1 and 5
							Office of Africa and Middle East Programs	N1-59-88-17/1 and 5
							Office of Europe and Asia Program	N1-59-88-17/1 and 5
							Office of Aviation	N1-59-88-17/1 and 8
0003	Project Files	Temporary	Cutoff at end of activity	n/a	n/a; new Item - 2012 forward	n/a		N1-59-88-17/8
0004	Special Project Files	Permanent	Cutoff at end of activity	n/a	New item	n/a	Office of Crminal Justice	n/a
							Office of Policy and Planning	
							Office of Resource Management	
							Office of Western Hemisphere Programs	
							Office of Afghanistan and Pakistan Programs	
							Office of Africa and Middle East Programs	
							Office of Europe and Asia Program	
							Office of Aviation	
0005	Working Files	Temporary	Cutoff at end of fiscal year	n/a	New item	n/a		n/a
0006	Audit and Inspection Reference Files	Temporary	Cutoff at end of fiscal year	n/a	New item	n/a		n/a

0007	Training Files	Temporary	Cutoff at end of activity	n/a	New item	n/a		n/a
0008	Public Affairs Public Diplomacy Files	Temporary	Cutoff at end of activity	n/a	New item	n/a		n/a
0009	Letters of Agreement	Temporary	Cutoff at end of activity	n/a	New item	n/a		n/a
0010	Engagement Files	Temporary	Cutoff at end of activity	n/a	New item	n/a		n/a
0011	Aviation Fleet	Temporary	Cutoff at end of activity	n/a	New item	n/a		n/a