

### Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2015-0011  
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  
Minor Subdivision                Office of Policy Analysis and Public Diplomacy  
Schedule Subject                Records of the Office of Policy Analysis & Public Diplomacy (ENR/  
EGAPAPD)  
  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2015-0011

Sequence Number	
1	<b>Press Guidance</b> Disposition Authority Number: DAA-0059-2015-0011-0001
2	<b>Editorials and Factsheets</b> Disposition Authority Number: DAA-0059-2015-0011-0002
3	<b>ENR Photographs</b> Disposition Authority Number: DAA-0059-2015-0011-0003
4	<b>Analysis Products</b> Disposition Authority Number: DAA-0059-2015-0011-0004
5	<b>ENR Energy Weekly - Newsletter</b> Disposition Authority Number: DAA-0059-2015-0011-0005
6	<b>International Energy Agency (IEA) Program Files</b> Disposition Authority Number: DAA-0059-2015-0011-0006
7	<b>International Energy Agency (IEA) Briefing Books – Other Copies</b> Disposition Authority Number: DAA-0059-2015-0011-0007
8	<b>Public Comments/Correspondence [CLOSED]</b> Disposition Authority Number: DAA-0059-2015-0011-0008

## Records Schedule Items

Sequence Number	
1	<p><b>Press Guidance</b></p> <p>Disposition Authority Number      <b>DAA-0059-2015-0011-0001</b></p> <p><b>Documents generated and submitted to the Department spokesman concerning energy related issues and concerns for daily press briefings. Documents include, but not limited to, copies of press releases, Qs and As, talking points and other related information.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at the end of the calendar year.</b></p> <p>Retention Period                      <b>Destroy 3 years after cutoff, or when no longer needed for reference, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Editorials and Factsheets</b></p> <p>Disposition Authority Number      <b>DAA-0059-2015-0011-0002</b></p> <p><b>Contains background and source information used to produce publicity materials and other projects regarding energy related issues. Records include, but not limited to visual aids, factsheets, brochures, and other related materials.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p>

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

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Retention Period **Destroy 3 years after cutoff or when superseded or when no longer needed, whichever is later.**

**Additional Information**

GAO Approval **Not Required**

**ENR Photographs**

Disposition Authority Number **DAA-0059-2015-0011-0003**

**Photographs of public engagements that include, but not limited to, energy related meetings, conferences and other related activities that the ENR senior officials participate and/or attend. Photographs are maintained by date, engagement and description.**

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 **Cutoff end of the calendar year.**

Retention Period **Destroy 3 years after cutoff, or when no longer needed for reference, whichever is later.**

**Additional Information**

GAO Approval **Not Required**

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**Analysis Products**

Disposition Authority Number **DAA-0059-2015-0011-0004**

**Source materials that used to analyze and generate products that reflect improvements in energy governance and other related issues. The documents**

include, but not limited to, correspondence, telegrams/cables, memorandums, notes, excel spreadsheets, reports 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? Yes

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

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

**Additional Information**

GAO Approval Not Required

**ENR Energy Weekly - Newsletter**

Disposition Authority Number DAA-0059-2015-0011-0005

Internal publication distributed to overseas posts and domestic offices reflecting energy issues and concerns. The files contain background/source materials that include, but not limited to, telegrams/cables, correspondence, notes, reports, newsletters and other energy 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 Cutoff end of the calendar year.

Retention Period Destroy 5 years after cutoff or when no longer needed for business purposes, whichever is later.

**Additional Information**

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GAO Approval Not Required

**International Energy Agency (IEA) Program Files**

Disposition Authority Number DAA-0059-2015-0011-0006

Correspondence reflecting the operational activities of IEA. Documents include, but not limited to, rules and regulations, budget material, accreditation of candidates, staffing and personnel, Annual Report on U.S. Energy Policy and other related issues concerning IEA activities and 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

GRS or Superseded Authority Citation N1-059-94-34, item 2

**Disposition Instruction**

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 10 years after cutoff or when no longer needed, whichever is later.

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Additional Information

GAO Approval Not Required

**International Energy Agency (IEA) Briefing Books – Other Copies**

Disposition Authority Number DAA-0059-2015-0011-0007

Briefing books prepared for various committee and sub-committee meetings. Briefing materials reflect the U.S. Governments position on interagency policies and programs regarding energy concerns.

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

GRS or Superseded Authority Citation N1-059-94-34, item 3b

**Disposition Instruction**

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Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Public Comments/Correspondence [CLOSED]</b>	
Disposition Authority Number	DAA-0059-2015-0011-0008
Correspondence received during public comment period on the National Interest Determination that was prepared as a part of the Department's review for cross-border pipelines that include Keystone XL, associated with Presidential Permit applications under Executive Order 13337.	
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff when public comment period closed.
Transfer to Inactive Storage	Retire to the Records Service Center after cutoff or when no longer needed for reference, whichever is later.
Retention Period	Destroy/Delete 10 years after cutoff.
<b>Additional Information</b>	
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
04/01/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
12/15/2015	Return for Revision	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/10/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/10/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/19/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist