

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2015-0013
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 Project Coordination Branch
Schedule Subject Records of the Office of Physical Security Division's Project
Coordination Branch (DS/PSD/PCB).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0013

Sequence Number	
1	Photograph Collection Disposition Authority Number: DAA-0059-2015-0013-0001
2	Physical Security Surveys Disposition Authority Number: DAA-0059-2015-0013-0002
3	Policy Memorandums Working Files Disposition Authority Number: DAA-0059-2015-0013-0003
4	Facilities' Security Program and Project Files Disposition Authority Number: DAA-0059-2015-0013-0004

Records Schedule Items

Sequence Number	
1	<p>Photograph Collection</p> <p>Disposition Authority Number DAA-0059-2015-0013-0001</p> <p>Photographs taken as part of new construction, major renovation, or inventory of US Department of State overseas facilities. Photographs are part of the review process to ensure that facilities abroad maintain accepted standards of physical security. Includes prints, slides, negatives, digitally scanned images, and born-digital images.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy/delete when U.S. no longer has ownership of the building, no longer leases the building, or when no longer needed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Physical Security Surveys</p> <p>Disposition Authority Number DAA-0059-2015-0013-0002</p> <p>Physical Security Surveys, supplementals, exhibits, and supporting documentation on physical security covering U.S. Government owned facilities abroad.</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>

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GRS or Superseded Authority Citation NC1-059-80-3, Item 1

Disposition Instruction

Retention Period Destroy/delete when superseded by new report.

Additional Information

GAO Approval Not Required

Policy Memorandums Working Files

Disposition Authority Number DAA-0059-2015-0013-0003

Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

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 cutoff.

Additional Information

GAO Approval Not Required

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Facilities' Security Program and Project Files

Disposition Authority Number DAA-0059-2015-0013-0004

Accrediting reports, copies of memorandums, status reports, project files, surveys, and telegrams on physical security for facilities covering advice of allotments, antennas, certifications, comments, controlled access areas, construction, designs, drawings, funding, installations, new office buildings (NOB) plans, projects, rehabilitation, requirements, reviews, shipping, space, forms, and other related administrative documents.

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 file at end of each calendar year.**

Retention Period **Destroy/delete 15 years after cutoff date.**

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
06/18/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
01/14/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/28/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/01/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/04/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/04/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist