

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2016-0001**
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 Human Resources**
Minor Subdivision **Office of Records and Information Management Division**
Schedule Subject **Schedule for HR Records and Information Management Division (HR/EX/RIM) Historical Documentation.**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 1 | 0 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2016-0001

| Sequence Number |
|-----------------|
|-----------------|

| | |
|---|--|
| 1 | Biographic Registers and Consular Offices and Diplomatic Lists [CLOSED] Disposition Authority Number: DAA-0059-2016-0001-0001 |
|---|--|

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="349 410 1380 451">Biographic Registers and Consular Offices and Diplomatic Lists [CLOSED]</p> <p data-bbox="349 463 1136 495">Disposition Authority Number DAA-0059-2016-0001-0001</p> <p data-bbox="349 517 1485 815">Bound volumes of the Bibliographic Registers and the Consular Offices and Diplomatic Lists (title varies over time). Numerous volumes are annotated as “official file copies.” List volumes contain entries for foreign service staff arranged by post, together with biographical information. Exact information varies over time, but minimally includes name of individual, post, date appointed, and brief summary of biographical information. Biographic registers include brief biographical summaries of individuals. Exact information varies over time. For some years, biographical registers and lists are in the same volume.</p> <p data-bbox="349 832 909 863">Final Disposition Permanent</p> <p data-bbox="349 883 844 915">Item Status Active</p> <p data-bbox="349 934 795 966">Is this item media neutral? No</p> <p data-bbox="349 985 1485 1219">Explanation of limitation Applies to paper only. Department of State ceased hardcopy publication of these series 1998. Later information is available through Foreign Affairs Personnel Register (FAPR) under a subset of Global Employment Management System (GEMS) that is scheduled as permanent (N1-059-00-08).</p> <p data-bbox="349 1229 795 1357">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 data-bbox="349 1385 657 1417">Disposition Instruction</p> <p data-bbox="349 1442 1485 1634">Transfer to the National Archives for Accessioning Volumes dated 1800-1988: Transfer to the National Archives upon approval of this schedule. Volumes dated 1989-1998: Transfer to the National Archives in five year blocks when the most recent record is 30 years old.</p> <p data-bbox="349 1661 657 1693">Additional Information</p> <p data-bbox="349 1719 1031 1815">What will be the date span of the initial transfer of records to the National Archives? From 1800 To 1998</p> <p data-bbox="349 1825 1128 1921">How frequently will your agency transfer these records to the National Archives? Unknown See Disposition Statement.</p> |

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 20 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

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 |
|------------|--------------------------|------------------|---|---|
| 12/14/2015 | Certify | William Fischer | Agency Records Officer | Administration - A/GIS/IPS/RA |
| 09/24/2018 | Return for Revision | Lisa Clavelli | Supervisor, ACNR Appraisal Team 2 | National Archives and Records Administration - Records Management Services |
| 12/10/2018 | Submit For Certification | Shelia Prince | Records and Information Management Specialist | Bureau of Administration - A/GIS/IPS/RA |
| 03/12/2019 | Certify | Timothy Kootz | Agency Records Officer | Bureau of Administration - Records and Archives Management Division A GIS IPS RA |
| 03/15/2019 | Submit for Concurrence | Mark Sgambettera | Supervisory Archives Specialist | National Archives and Records Administration - RD-F Special Access/FOIA Staff |
| 03/18/2019 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 03/18/2019 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 03/19/2019 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |