

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>Biographic Registers and Consular Offices and Diplomatic Lists [CLOSED]</p> <p>Disposition Authority Number DAA-0059-2016-0001-0001</p> <p>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>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>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>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>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>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1800 To 1998</p> <p>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