#### Records Schedule: DAA-0059-2016-0001

# **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 Subdivsion** 

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

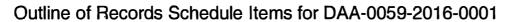
### **Background Information**

#### Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items
1	1	0	0

## **GAO Approval**





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

## Records Schedule Items

#### Sequence Number

1

Biographic Registers and Consular Offices and Diplomatic Lists [CLOSED]

Disposition Authority Number

DAA-0059-2016-0001-0001

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.

**Final Disposition Permanent** 

Item Status **Active** 

Is this item media neutral? No

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).

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

**Disposition Instruction** 

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.

Additional Information

What will be the date span of the

initial transfer of records to the

National Archives?

From 1800 To 1998

How frequently will your agency

transfer these records to the

National Archives?

Unknown

See Disposition Statement.

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



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	Ву	Title	Organization
12/14/2015	Certify	William Fischer	Agency Records Off icer	Administration - A/GIS/ IPS/RA
09/24/2018	Return for Revisio n	Lisa Clavelli	Supervisor, ACNR A ppraisal Team 2	National Archives and Records Administration - Records Management Services
12/10/2018	Submit For Certific ation	Shelia Prince	Records and Informa tion Management Sp ecialist	Bureau of Administration - A/GIS/ IPS/RA
03/12/2019	Certify	Timothy Kootz	Agency Records Off icer	Bureau of Administration - Records and Archves Management Division A GIS IPS RA
03/15/2019	Submit for Concur rence	Mark Sgambettera	Supervisory Archive s Specialist	National Archives and Records Administration - RD-F Special Access/ FOIA Staff
03/18/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
03/18/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
03/19/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist