

## Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2016-0004  
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                Foreign Service Selection Board  
Schedule Subject                Records of the Foreign Service Selection Board  
  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2016-0004

Sequence Number	
1	Foreign Service Selection Board Precepts Disposition Authority Number: DAA-0059-2016-0004-0001
2	Foreign Service Selection Board Final Reports Disposition Authority Number: DAA-0059-2016-0004-0002
3	Foreign Service Selection Board – Working Files Disposition Authority Number: DAA-0059-2016-0004-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Foreign Service Selection Board Precepts</b></p> <p>Disposition Authority Number      DAA-0059-2016-0004-0001</p> <p><b>“Core” (aka Decision Criteria for Tenure and Promotion) and Procedural Precepts for tenure, promotion, performance pay and other Boards. Arranged by date and thereunder by type of records.</b></p> <p>Final Disposition                      Permanent</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> <p>GRS or Superseded Authority Citation      N1-059-00-11 / 2/A</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Retain in office for 10 years. .</p> <p>Transfer to Inactive Storage          Retire to RSC in 1-year blocks for transfer to WNRC</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives when 25 years old in 5-year blocks.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown Has not been determined.</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Has not been determined.</p>
2	<p><b>Foreign Service Selection Board Final Reports</b></p> <p>Disposition Authority Number      DAA-0059-2016-0004-0002</p> <p><b>Final Reports may include comments and recommendations, findings, rankings, promotion lists, class list, membership lists, and other records of Boards. Arranged by Board and thereunder by type of records.</b></p> <p>Final Disposition                      Permanent</p>

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	N1-059-00-11 / 2/A
<b>Disposition Instruction</b>	
Cutoff Instruction	Retain in office for 10 years.
Transfer to Inactive Storage	Retire to RSC in 1-year blocks for transfer to WNRC.
Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old in 5-year blocks.
<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Has not been determined.
How frequently will your agency transfer these records to the National Archives?	Unknown Has not been determined.
<b>Foreign Service Selection Board – Working Files</b>	
Disposition Authority Number	DAA-0059-2016-0004-0003
Notes, drafts, reference material and related documentation used in the creation of final reports.	
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>	
Retention Period	Destroy when no longer needed
<b>Additional Information</b>	
GAO Approval	Not Required

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### 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
04/19/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
09/01/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/02/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist