

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2016-0007
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 Diplomatic Security High Threat Programs Directorate
Minor Subdivision Center for Lessons Learned (DS/CLL)
Schedule Subject Records of the Center for Lessons Learned Knowledge Library
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2016-0007

Sequence Number

1

Records of the Center for Lessons Learned Knowledge Library Disposition Authority Number: DAA-0059-2016-0007-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="363 427 1206 459">Records of the Center for Lessons Learned Knowledge Library</p> <p data-bbox="363 476 1130 508">Disposition Authority Number DAA-0059-2016-0007-0001</p> <p data-bbox="363 527 1403 740">Records maintained in the DSCLL Knowledge Library, including after-action reports, Deliberate Planning Process (DPP) and other operations planning materials, articles and training materials, and substantive supporting documentation incorporated into the DS Lessons Learned program. Formats include, but not limited to, word processing, Portable Document Format, PowerPoint and Excel.</p> <p data-bbox="363 761 911 793">Final Disposition Permanent</p> <p data-bbox="363 815 846 846">Item Status Active</p> <p data-bbox="363 868 802 900">Is this item media neutral? No</p> <p data-bbox="363 921 1377 985">Explanation of limitation Electronic is the recordkeeping copy for these records.</p> <p data-bbox="363 1006 813 1123">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 data-bbox="363 1144 802 1229">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="363 1272 662 1304">Disposition Instruction</p> <p data-bbox="363 1325 1425 1506">Cutoff Instruction Cutoff/transfer snapshot of DSCLL website to the Records Service Center when significant updates occur or every three years, whichever is sooner. Include Excel spreadsheet finding aid with related records.</p> <p data-bbox="363 1527 1466 1581">Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.</p> <p data-bbox="363 1623 662 1655">Additional Information</p> <p data-bbox="363 1676 1247 1751">What will be the date span of the initial transfer of records to the National Archives? Unknown Date span has not been determined.</p> <p data-bbox="363 1783 1336 1879">How frequently will your agency transfer these records to the National Archives? Unknown Frequency of agency transfer has not been determined.</p>

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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
08/22/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
02/14/2017	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
03/06/2017	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
03/09/2017	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/04/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist