

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Records Schedule Items

Sequence Number	
1	<p><b>Records of the Center for Lessons Learned Knowledge Library</b></p> <p>Disposition Authority Number      <b>DAA-0059-2016-0007-0001</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Electronic is the recordkeeping copy for these records.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>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.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives when 25 years old.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      <b>Unknown Date span has not been determined.</b></p> <p>How frequently will your agency transfer these records to the National Archives?                      <b>Unknown Frequency of agency transfer has not been determined.</b></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