

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0059-2017-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2017-0001
Schedule Status Returned Without Action

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 Consular Affairs
Minor Subdivision Office Overseas Citizen Services
Schedule Subject CA/OCS Personnel Recovery Engagement Tracker (PRET)
Internal agency concurrences will be provided No

Background Information The Personnel Recovery Engagement Tracker (PRET) tracks, monitors, and reports on U.S. citizen hostage cases abroad, with particular emphasis on the assistance provided to the hostages and their families. It may also include information on other cases, such as "unique detentions," as determined by the Deputy Assistant Secretary for Overseas Citizens Services. It serves as a repository of collaborative information collected on cases consistent with the overall goal of securing the safe and rapid release of U.S. citizen hostages. The PRET may include a variety of information from or about individual U.S. citizens and other individuals, the public, interagency partners, federal government-wide information, and Department of State workforce members.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0059-2017-0001**

Outline of Records Schedule Items for DAA-0059-2017-0001

Sequence Number	
1	Personnel Recovery Engagement Tracker (PRET) Disposition Authority Number: DAA-0059-2017-0001-0001

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Records Schedule: DAA-0059-2017-0001

Records Schedule Items

Sequence Number	
1	<p>Personnel Recovery Engagement Tracker (PRET)</p> <p>Disposition Authority Number DAA-0059-2017-0001-0001</p> <p>PRET contains the following types of information regarding U.S. citizen hostages: biographical data, contact and social media information, case information, other-agency and Department of State points-of-contact information, next of kin information, and summaries of engagement activities with internal or external partners that are either input directly into the system or added as attachments.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer database snapshot to NARA upon approval of this schedule and thereafter create database snapshot every 5 years and transfer to NARA. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer.</p> <p>Additional Information</p> <p>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>How frequently will your agency transfer these records to the National Archives? Every 5 Years</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
11/04/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
11/08/2018	Return Without Action	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - RD-F Special Access/FOIA Staff