

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2017-0003

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 Consular Affairs

Minor Subdivision Overseas Citizens Services, Office of American Citizens and Crisis Management, East Asia Pacific

Schedule Subject Documentation Concerning Prisoners of War/Missing in Action (POW/MIA) Casualties

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2017-0003

Sequence Number

1	U.S. Civilian POW/MIA Casualty File Documentation Disposition Authority Number: DAA-0059-2017-0003-0001
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Records Schedule Items

Sequence Number																	
1	<p data-bbox="342 380 1089 411">U.S. Civilian POW/MIA Casualty File Documentation</p> <p data-bbox="342 432 1154 464">Disposition Authority Number DAA-0059-2017-0003-0001</p> <p data-bbox="342 485 1523 1052">These records track the actions taken by the U.S. Government to locate and return U.S. civilians that are considered Prisoners of War/Missing in Action (POW/MIA). Actions are documented in case files composed of copies of email correspondence, maps, clearance sheets, the individual's passport information, an intelligence casualty file, cables, scrub sheets (periodic updates on what actions have been taken on the case), and a final report documenting all actions taken to repatriate the remains. The report includes analysts' conclusions on medical tests conducted to confirm the identity of the remains, and digital copies of photographs of the remains and search sites which have been embedded directly into the body of the report. Some records contain detailed forensic reports. This series also includes a tracking spreadsheet which may describe a POW/MIA's name, social security number, parent agency or service branch, pay grade, home of record, date of birth, and date of loss incident, date declared dead, name of next-of-kin (NOK), NOK contact information, and information related to the POW/MIA's mission or assignment.</p> <table data-bbox="342 1073 922 1472"> <tr> <td data-bbox="342 1073 730 1104">Final Disposition</td> <td data-bbox="760 1073 922 1104">Permanent</td> </tr> <tr> <td data-bbox="342 1125 730 1157">Item Status</td> <td data-bbox="760 1125 922 1157">Active</td> </tr> <tr> <td data-bbox="342 1178 730 1209">Is this item media neutral?</td> <td data-bbox="760 1178 922 1209">Yes</td> </tr> <tr> <td data-bbox="342 1230 730 1356">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="760 1230 922 1262">Yes</td> </tr> <tr> <td data-bbox="342 1377 730 1472">Do any of the records covered by this item exist as structured electronic data?</td> <td data-bbox="760 1377 922 1409">No</td> </tr> </table> <p data-bbox="342 1514 662 1545">Disposition Instruction</p> <table data-bbox="342 1566 1523 1871"> <tr> <td data-bbox="342 1566 730 1598">Cutoff Instruction</td> <td data-bbox="760 1566 1523 1598">Cutoff files after case is closed.</td> </tr> <tr> <td data-bbox="342 1619 730 1650">Transfer to Inactive Storage</td> <td data-bbox="760 1619 1523 1734">Retire to the Record Service Center (RSC) when 1 year old or sooner if no longer needed for business use.</td> </tr> <tr> <td data-bbox="342 1755 730 1818">Transfer to the National Archives for Accessioning</td> <td data-bbox="760 1755 1523 1871">Transfer to the National Archives 25 years after cutoff in five-year blocks, together with a current electronic copy of the POW/MIA tracking spreadsheet.</td> </tr> </table> <p data-bbox="342 1902 662 1934">Additional Information</p>	Final Disposition	Permanent	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	No	Cutoff Instruction	Cutoff files after case is closed.	Transfer to Inactive Storage	Retire to the Record Service Center (RSC) when 1 year old or sooner if no longer needed for business use.	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 years after cutoff in five-year blocks, together with a current electronic copy of the POW/MIA tracking spreadsheet.
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What will be the date span of the initial transfer of records to the National Archives? **From 1941 To 1994**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

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
02/09/2017	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
11/29/2018	Return for Revision	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - RD-F Special Access/FOIA Staff
11/30/2018	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
12/07/2018	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
12/11/2018	Submit for Concurrence	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - RD-F Special Access/FOIA Staff
12/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist