

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2017-0004
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 Office of the Chief of Protocol
Schedule Subject Consolidated Schedule: Records of the Office of the Chief of Protocol
Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the State Department, Office of the Chief of Protocol. Applies to records 2012 and forward, unless otherwise noted. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.

Records containing substantive information relating to the official activities of the Office of the Chief of Protocol in executing the mission programs of the Department of State and the U.S. Government to advance the foreign policy goals of the United States by creating an environment for successful diplomacy. These are the records and other documentation related to, but not limited to, the Office of the Chief of Protocol functions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	2	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2017-0004

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2017-0004-0001
2	Special Protocol Services-Country File (Barred Re-Entry) Disposition Authority Number: DAA-0059-2017-0004-0002
3	Foreign Diplomatic Officers - Appointment and Termination File Disposition Authority Number: DAA-0059-2017-0004-0003
4	Event Planning and Program Management Files Disposition Authority Number: DAA-0059-2017-0004-0004
5	Blair House, Program Files Disposition Authority Number: DAA-0059-2017-0004-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 412 558 442">Program Files</p> <p data-bbox="358 463 1146 493">Disposition Authority Number DAA-0059-2017-0004-0001</p> <p data-bbox="358 514 1503 1412">These records relate to the official activities of the Offices of the Chief of Protocol to execute diplomatic engagement and include, but is not limited to, developing and implementing policies and guidance; executing ceremonial and official functions; managing the Blair House; arranging and executing special events and official public events; foreign country agreements; accreditation of ambassadors and other diplomatic and consular officers assigned to missions in Washington; presentation of credentials; establishing diplomatic partnerships; receiving diplomatic gifts on behalf of the White House and Department of State officials; planning, arranging and executing visits of Chiefs of State and Heads of Government; and all future mission programs. This item applies to the Offices of the Chief of Protocol: Ceremonials, Diplomatic Affairs, Diplomatic Partnerships, Visits, Gifts, Management (including Blair House) and their future equivalents. Records include, but is not limited to, incoming and outgoing correspondence, memoranda, and information memoranda; approvals; notes, including handwritten notes and annotations; email, cables, official informals, diplomatic notes, policy, position and decision papers; talking points; Congressional and Federal Register reports; meeting and briefing materials and notes; agendas, itineraries, and checklists, including annotations; scenarios, final schedules, lists of delegates, guest lists, invitations, including replies to invitations; background papers and material; fundraising documentation, condolence books and condolence letters, biographic data, text of formal remarks, inquiries by foreign governments and other material relating to the acceptability and accreditation of foreign diplomats to the United States; including records documenting meetings, appointments, telephone calls, and trips.</p> <p data-bbox="358 1434 922 1464">Final Disposition Permanent</p> <p data-bbox="358 1485 850 1515">Item Status Active</p> <p data-bbox="358 1536 808 1566">Is this item media neutral? No</p> <p data-bbox="358 1587 1247 1617">Explanation of limitation Records are exclusively electronic.</p> <p data-bbox="358 1638 808 1761">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 data-bbox="358 1796 667 1825">Disposition Instruction</p> <p data-bbox="358 1847 1045 1876">Cutoff Instruction Cutoff files annually.</p>

Transfer to Inactive Storage **Retire to the RSC one (1) year after the end of the presidential administration.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives when 25 years old.**

Additional Information

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

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Special Protocol Services-Country File (Barred Re-Entry)

Disposition Authority Number **DAA-0059-2017-0004-0002**

Records related to Protocol Special Services documenting the specific problems relating to foreign diplomatic and consular officers and their employees.

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**

Disposition Instruction

Cutoff Instruction **Cut off files on the date of approval action.**

Retention Period **Destroy when 30 years old.**

Additional Information

GAO Approval **Not Required**

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Foreign Diplomatic Officers - Appointment and Termination File

Disposition Authority Number **DAA-0059-2017-0004-0003**

Records related to the appointment and termination of Foreign diplomatic officers, to include but not limited to, the Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer; Notice of Termination of Diplomatic, Consular, or Foreign Government Employment; Other related documents accredited by the U.S. Government at embassies, missions to the Organization of American States

and as principal Resident Representatives at the World Bank and International Monetary Fund and Diplomatic Accreditation Card.

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

Disposition Instruction

Retention Period Destroy 30 years after termination of appointment.

Additional Information

GAO Approval Not Required

Event Planning and Program Management Files

Disposition Authority Number DAA-0059-2017-0004-0004

Records related to carrying out administrative activities and requirements to plan, manage and facilitate events, ceremonials, roundtables, visits, airport screening courtesies; including administrative oversight of the Blair House and other functions that facilitate or support the ability to execute the Office of the Chief of Protocol diplomatic engagements. These records include, but is not limited to, all incoming and outgoing correspondence, memoranda, and notes, including handwritten notes and annotations; emails, background papers and material, diplomatic notes, gift authorization documents, lists of personnel of diplomatic missions, summaries, manuscript copies, biographic data; card files, research material, venue information; vendor publications; activity reports; requests for tributes of appreciation, requests for permission to accept awards and decorations; personal preference material not related to government business and other records documenting the administrative activities and requirements that facilitate or support the Office of the Chief of Protocol programs.

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

Disposition Instruction

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Retention Period Destroy when 5 years old or when no longer needed; whichever is later.

Additional Information

GAO Approval Not Required

Blair House, Program Files

Disposition Authority Number DAA-0059-2017-0004-0005

These records document the official activities related to official events held at the Blair House for a wide variety of diplomatic matters, including state funerals, visits, and meetings. Records may include, but is not limited to, biographies, agendas, itineraries, correspondence all related to the diplomatic visit or event.

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? No

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Textual records prior to 2012; textual records after 2012 are limited to ceremonial guest / visitor condolence books, maintained in textual format (which are not appropriate for re-formatting).

Cutoff Instruction Cutoff files annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 1942

What will be the date span of the initial transfer of records to the National Archives? From 1942 To 1993

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	35 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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
03/22/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
03/25/2019	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
05/07/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/15/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES							
Disposition Authority	No.	Record Series	Disposition	Years	Office of Record	Superseded Authority	Disposition Authority	No.	Record Series	Disposition	Years		
DAA-0059-2017-0004	0001	Program Files	Permanent	25 years	Ceremonials Division	n/a; 2012 forward	N1-59-03-03	1	Chief of Protocol Condolence Files	Permanent	No longer needed		
					Ceremonials Division	n/a; 2012 forward	N1-59-98-04	13a	Official and State Functions Files	Permanent	25 years		
					Diplomatic Partnership Division	n/a; 2012 forward	DAA-0059-2014-0008	0001	Diplomatic Partnership, Cultural Event Program Files	Permanent	25 years		
					Diplomatic Affairs Division	n/a; 2012 forward	N1-59-93-34	1	Accreditation, Policy & Precedent Files	Permanent	30 years		
					Diplomatic Affairs Division	n/a; 2012 forward	N1-59-94-42	1	Accreditation Review Panel (procedures and policies)	Permanent	25 years		
					Diplomatic Affairs Division	n/a; 2012 forward	N1-59-95-07	1	Agreement Country Files	Permanent	30 years		
					Diplomatic Affairs Division	n/a; 2012 forward	N1-59-98-04	11a	Delegation Files	Permanent	25 years		
					Diplomatic Affairs Division	n/a; 2012 forward	N1-59-98-04	12a	Credential Files	Permanent	25 years		
					Management Division	n/a; 2012 forward	N1-59-98-04	15a	Tribute of Appreciation Files: General Policy and Precedent Files	Permanent	25 years		
					Management Division (Blair House)	n/a; 2012 forward	DAA-0059-2017-0004	0005	Blair House, Program Files	Permanent	25 years		
					Visits Division / Ceremonials	n/a; 2012 forward	NC-59-76-03	1	Foreign Dignitaries Visit Files	Permanent	30 years		
					Visits Division	n/a; 2012 forward	N1-59-98-04	1a	Foreign Dignitaries Visit Files	Permanent	25 years		
					Visits Division (Gifts Office)	n/a; 2012 forward	N1-59-98-04	2	Gifts and Decorations General Policy Files	Permanent	25 years		
					Visits Division (Gifts Office)	n/a; 2012 forward	N1-59-98-04	3a	Gifts Received Over Minimum Value	Permanent	25 years		
					Visits Division (Gifts Office)	n/a; 2012 forward	N1-59-98-04	4a(1)	Travel Files: Presidential Visits	Permanent	25 years		
Visits Division (Gifts Office)	n/a; 2012 forward	N1-59-98-04	4b(1)	Travel Files: Presidential and other high level official travel	Permanent	25 years							
Visits Division (Gifts Office) / Front Office	n/a; 2012 forward	N1-59-98-04	6a	Annual Report to Congress	Permanent	25 years							
DAA-0059-2017-0004	0002	Special Protocol Services - Country Files (Barred Re-Entry)	Temporary	30 years	n/a	n/a; 2012 forward	N1-59-93-34	2a and 2b	Accreditation, Special Protocol Services - Country File - Barred Re-Entry	Temporary	30 years		
DAA-0059-2017-0004	0003	Foreign Diplomatic Officers - Appointment and Termination File	Temporary	30 years	n/a	n/a; 2012 forward	N1-59-93-34	3	Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employee - Appointment and Termination Files	Temporary	25 years		
								n/a; 2012 forward	N1-59-93-34	4	Foreign Diplomatic Officers - Appointment and Termination File	Temporary	30 years
								n/a; 2012 forward	N1-59-93-34	5	Diplomatic Accreditation Card File	Temporary	30 years
DAA-0059-2017-0004	0004	Event Planning and Program Management Files	Temporary	5 years	n/a	n/a; 2012 forward	N1-59-09-45	1b	Ceremonials Contacts Database, Master File	Temporary	No longer needed		
								n/a; 2012 forward	DAA-0059-2014-0008	0002	Diplomatic Partnership, Cultural Events Working Files	Temporary	5 years

						n/a; 2012 forward	NC1-59-77-22	1	Protection of Foreign Dignitaries and Other Official Personnel	Temporary	3 years
						n/a; 2012 forward	N1-59-98-04	5a	Decorations and Awards Files	Temporary	3 years
						n/a; 2012 forward	N1-59-98-04	7a	Federal Register Reports, compilation files	Temporary	3 years
						n/a; 2012 forward	N1-59-98-04	9	Historical Gifts Files	Temporary	3 years
						n/a; 2012 forward	N1-59-98-04	10	Gift Authorization Files	Temporary	3 years
						n/a; 2012 forward	N1-59-98-04	15b(1)	Requests for Tributes of Appreciation	Temporary	5 years
						n/a; 2012 forward	NN-172-006	10	Biographic Data on Ambassadors	Temporary	No longer needed
						n/a; 2012 forward	NN-172-006	15	International Organization Card Files	Temporary	5 years
						n/a; 2012 forward	NN-172-006	16	International Organization Correspondence File	Temporary	5 years
						n/a; 2012 forward	NN-172-006	17a	Diplomatic List Records	Temporary	No longer needed
						n/a; 2012 forward	NN-172-006	17b	Diplomatic List Records: Country Lists	Temporary	5 years
DAA-0059-2017-0004	0005	Blair House, Program Files (pre-2012; post-2012 ceremonial)	Permaennt	25 years	Management Division (Blair House)	n/a; new series	DAA-0059-2017-0004	0001	Program Files	Permanent	25 years