

## Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2017-0005  
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 South and Central Asian Affairs  
Minor Subdivision                Office of Press and Public Diplomacy  
Schedule Subject                Records of the Office of Press and Public Diplomacy (SCA/PPD)  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2017-0005

Sequence Number	
1	Public Diplomacy Program Files Disposition Authority Number: DAA-0059-2017-0005-0001
2	Press and Public Affairs Files Disposition Authority Number: DAA-0059-2017-0005-0002
3	Working Files Disposition Authority Number: DAA-0059-2017-0005-0003
4	Briefing Books –All Other Copies Disposition Authority Number: DAA-0059-2017-0005-0004

## Records Schedule Items

Sequence Number	
1	<p data-bbox="347 427 781 459"><b>Public Diplomacy Program Files</b></p> <p data-bbox="347 476 1118 508">Disposition Authority Number      <b>DAA-0059-2017-0005-0001</b></p> <p data-bbox="347 534 1382 746">Records consist of information related to the coordination and support of public diplomacy activities, outreach activities, countering violent extremism (CVE) strategies, and education and cultural affairs in the SCA region. The documentation includes but not limited to copies of: correspondence, cables, briefing checklists (BCLs), toolkits, reports, memorandums, notes, and other related documentation.</p> <p data-bbox="347 768 894 800">Final Disposition                      <b>Temporary</b></p> <p data-bbox="347 821 829 853">Item Status                                <b>Active</b></p> <p data-bbox="347 874 797 906">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="347 927 781 1044">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p data-bbox="347 1087 651 1119"><b>Disposition Instruction</b></p> <p data-bbox="347 1140 1167 1172">Cutoff Instruction                        <b>Cut off at end of calendar year.</b></p> <p data-bbox="347 1193 1365 1268">Retention Period                         <b>Destroy 7 years after cutoff or when no longer needed, whichever is later.</b></p> <p data-bbox="347 1300 647 1332"><b>Additional Information</b></p> <p data-bbox="347 1353 927 1385">GAO Approval                              <b>Not Required</b></p>
2	<p data-bbox="347 1417 748 1449"><b>Press and Public Affairs Files</b></p> <p data-bbox="347 1466 1125 1498">Disposition Authority Number      <b>DAA-0059-2017-0005-0002</b></p> <p data-bbox="347 1523 1471 1693">Records consist of information regarding the press and public affairs activities on behalf the Assistant Secretary and the bureau. The documentation include but not limited to press guidance, media reports, speaker biographies, editorials press clippings, public remarks by government and SCA officials, and other related information.</p> <p data-bbox="347 1715 894 1747">Final Disposition                        <b>Temporary</b></p> <p data-bbox="347 1768 829 1800">Item Status                                <b>Active</b></p> <p data-bbox="347 1821 797 1853">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="347 1874 781 1934">Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      Cut off at end of calendar year.

Retention Period                      Destroy 3 years after cutoff or when no longer needed for business use, whichever is later.

**Additional Information**

GAO Approval                      Not Required

**Working Files**

Disposition Authority Number      DAA-0059-2017-0005-0003

Files include, but not limited to, convenience copies of cables, letters, intelligence reports, emails, notes, preliminary drafts, similar materials used in the transaction of Department business or other related information. Information used in the preparation of other documents constitute working papers or files.

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                      Cutoff at the end of calendar year or when project is terminated.

Retention Period                      Destroy/delete 3 years after cutoff or when no longer needed, whichever is sooner.

**Additional Information**

GAO Approval                      Not Required

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**Briefing Books --All Other Copies**

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

Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.

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/delete when 1 year old or when no longer  
needed, whichever is sooner.

**Additional Information**

GAO Approval

Not Required

## 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
02/03/2017	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
09/08/2017	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/04/2017	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
10/04/2017	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
11/07/2017	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/09/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist