

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="345 427 781 459">Public Diplomacy Program Files</p> <p data-bbox="345 476 1118 508">Disposition Authority Number DAA-0059-2017-0005-0001</p> <p data-bbox="345 534 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="345 768 894 800">Final Disposition Temporary</p> <p data-bbox="345 821 829 853">Item Status Active</p> <p data-bbox="345 874 797 906">Is this item media neutral? Yes</p> <p data-bbox="345 927 781 1044">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1087 651 1119">Disposition Instruction</p> <p data-bbox="345 1140 1167 1172">Cutoff Instruction Cut off at end of calendar year.</p> <p data-bbox="345 1193 1365 1268">Retention Period Destroy 7 years after cutoff or when no longer needed, whichever is later.</p> <p data-bbox="345 1300 647 1332">Additional Information</p> <p data-bbox="345 1353 927 1385">GAO Approval Not Required</p>
2	<p data-bbox="345 1410 748 1442">Press and Public Affairs Files</p> <p data-bbox="345 1464 1125 1495">Disposition Authority Number DAA-0059-2017-0005-0002</p> <p data-bbox="345 1517 1464 1698">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="345 1719 894 1751">Final Disposition Temporary</p> <p data-bbox="345 1772 829 1804">Item Status Active</p> <p data-bbox="345 1825 797 1857">Is this item media neutral? Yes</p> <p data-bbox="345 1879 781 1932">Do any of the records covered by this item currently exist in No</p>

3

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

4

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