

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0059-2018-0002**

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 Secretary of State**

Minor Subdivision                      **Executive Secretariat Research and Design Center**

Schedule Subject                      **The Sounding Board**

Internal agency concurrences will be provided      **No**

Background Information                      **The Sounding Board was an ideation site for employees of the Department of State that existed from February 2009 to August 2017. Its mission was to allow all State Department employees to have an ongoing conversation on new, smarter, and more effective ways of enabling our nation's foreign policy goals. The Sounding Board was maintained and run by the Executive Secretariat's Research & Design Center (S/ES-R&D). The BrightIdea software was used to manage the increasing number of submissions. The retired data is maintained in a SQL database.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2018-0002

Sequence Number	
1	<b>Sounding Board Data (Closed Series)</b> <b>Disposition Authority Number: DAA-0059-2018-0002-0001</b>

## Records Schedule Items

Sequence Number	
1	<p data-bbox="371 414 1519 457"><b>Sounding Board Data (Closed Series)</b></p> <p data-bbox="371 468 1519 500">Disposition Authority Number      <b>DAA-0059-2018-0002-0001</b></p> <p data-bbox="371 521 1519 712"><b>The Sounding Board data is a collection of information submitted by Department of State employees regarding suggestions, ideas and ongoing conversation relating to effective ways of supporting the nation's foreign policy goals and administrative matters. As well as, a forum for challenges related to particular questions, subject matter or issues to resolve by large groups of employees.</b></p> <p data-bbox="371 723 1519 755">Final Disposition                      <b>Temporary</b></p> <p data-bbox="371 776 1519 808">Item Status                              <b>Active</b></p> <p data-bbox="371 829 1519 861">Is this item media neutral?           <b>No</b></p> <p data-bbox="371 883 1519 915">Explanation of limitation              <b>Records are in electronic format only.</b></p> <p data-bbox="371 936 1519 1053">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="371 1095 1519 1127"><b>Disposition Instruction</b></p> <p data-bbox="371 1149 1519 1181">Cutoff Instruction                      <b>Cutoff was August 31, 2017</b></p> <p data-bbox="371 1202 1519 1234">Retention Period                        <b>Destroy 3 year(s) after cutoff.</b></p> <p data-bbox="371 1276 1519 1308"><b>Additional Information</b></p> <p data-bbox="371 1330 1519 1361">GAO Approval                            <b>Not Required</b></p>

## 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
12/07/2018	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
08/21/2019	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
09/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/09/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist