

## Request for Records Disposition Authority

Records Schedule Number           DAA-0059-2018-0003

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 Diplomatic Security

Schedule Subject                    Consolidated Schedule: Records of the Bureau of Diplomatic Security

Internal agency concurrences will be provided   No

Background Information           Flexible schedule which consolidates the records of State Department Bureau of Diplomatic Security (DS). Applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.

The Bureau of Diplomatic Security (DS) is the security and law enforcement arm of the U.S. Department of State. Its mission is to provide a safe and secure environment for the conduct of U.S. foreign policy, both domestically and around the world. This schedule covers records that document the major functions and activities of DS in executing its mission to provide security and protection for the Secretary of State, U.S. ambassadors and foreign officials visiting the United States, U.S. government personnel, dignitaries at missions abroad, international organizations, and Department of State facilities in the United States and around the world.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	4	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2018-0003

Sequence Number	
1	Program Records Disposition Authority Number: DAA-0059-2018-0003-0001
2	Case and Investigative Files
2.1	High Profile Case Files Disposition Authority Number: DAA-0059-2018-0003-0002
2.2	Other Case and Investigative Files Disposition Authority Number: DAA-0059-2018-0003-0003
3	Committee and Board Records (Non-FACA) Disposition Authority Number: DAA-0059-2018-0003-0004
4	Special Publication Records Disposition Authority Number: DAA-0059-2018-0003-0005
5	Program Support Records Disposition Authority Number: DAA-0059-2018-0003-0006
6	Security Projects and Special Program Records Disposition Authority Number: DAA-0059-2018-0003-0007
7	Law Enforcement and Security Training, Support, and Logistics Records Disposition Authority Number: DAA-0059-2018-0003-0008
8	Agent Credential Records Disposition Authority Number: DAA-0059-2018-0003-0009
9	Working Files Disposition Authority Number: DAA-0059-2018-0003-0010

## Records Schedule Items

Sequence Number	
1	<p><b>Program Records</b></p> <p>Disposition Authority Number      <b>DAA-0059-2018-0003-0001</b></p> <p>Records documenting the development, formulation, and implementation of DS programs, projects, policies, and initiatives to enhance diplomatic security and combat international terrorism. These records include, but are not limited to, correspondence, memoranda, congressional taskers, reports, projects, plans, security assessment, threat assessments, program standards, policies, analyses, surveys, country assessment reports, country assistance plan, security guards program history, and all other records relating to security and law enforcement-related matters.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut-off at the end of calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2012</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2012 To 2012</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 12 Months</b></p>
2	<p><b>Case and Investigative Files</b></p> <p>Records covering personnel security and suitability, investigative activities, and all other case and investigative files with related documentation.</p>
2.1	<p><b>High Profile Case Files</b></p>

Disposition Authority Number      **DAA-0059-2018-0003-0002**

Records relating to personnel security and suitability of top Echelon officials; reflecting distinctive department activities or attract media or congressional interest; concerning terrorist, criminal and other specific threats or actions taken against diplomats, American citizens, Department personnel, families, facilities or property; or documenting programs that prevent, disrupt and resolve acts of international terrorism.

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

Cutoff Instruction                      **Cut-off at end of calendar year of case closure.**

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

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **Unknown  
Date span is unknown at this time.**

How frequently will your agency transfer these records to the National Archives?      **Every 12 Months**

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#### Other Case and Investigative Files

Disposition Authority Number      **DAA-0059-2018-0003-0003**

Records documenting a wide range of cases and investigative programs and activities to include, but are not limited to, passport and visa fraud; smuggling; assault; acts of terrorism; counterintelligence and espionage; and workplace allegations of violence, theft, fraud, computer misuse, and substance abuse. Records include, but are not limited to, background, evidence, analysis, reports, interviews, funds, affidavits, subpoenas, warrants, sworn statements, sentencing documents, evidence/property receipts, photos, copies of drivers licenses, birth and death certificates, passports, and other related investigative information.

Final Disposition                      **Temporary**

Item Status                              **Active**

3	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-off at the end of calendar year of case closure.
	Retention Period	Destroy 100 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Committee and Board Records (Non-FACA)</b>	
	Disposition Authority Number	DAA-0059-2018-0003-0004
	Records documenting intra-agency and inter-agency committees, subcommittees, councils, working groups, advisory boards, review boards, task forces and other groups, subgroups, or panels that develop, coordinate, recommend, or promote policies, procedures, standards, plans, and agreements on security operations, programs, and projects. Records include, but are not limited to, charter, meeting agendas, minutes, transcripts, reports, policies, correspondence, briefing materials, decisions, standards, agreements, responses, and other related documentation. (Exclusion: This item does not include Federal Advisory Committee Act (FACA) Records).	
	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
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off at the end of calendar year.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.	
<b>Additional Information</b>		

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What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Date span is unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

### Special Publication Records

Disposition Authority Number **DAA-0059-2018-0003-0005**

Records used to document and promote significant DS programs and mission-related activities. Records include posters, publications, brochures, presentations, photographs, exhibits, printed artwork, non-standard publicity or promotional materials (ex. matchbooks/matchboxes) and other materials documenting DS history, outreach, threat, and security-related information.

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

Cutoff Instruction **Cut off at the end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to National Archives 5 years after cut-off in an acceptable format.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Date span unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

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### Program Support Records

Disposition Authority Number **DAA-0059-2018-0003-0006**

Records relating to the support of security and law enforcement programs and initiatives. Records include, but are not limited to, memoranda, memorandum of agreements (MOAs); memorandum of understandings (MOUs); correspondence;

congressional request or inquiries; research; policies and procedures; activities, status, or other reports; requirements; surveys; drawings; waivers; plans; studies; and investigations covering accreditation, anti-terrorism, assessments, asset forfeiture, building construction, computer security, counterintelligence, countermeasures, cybersecurity, crisis management, contractors, courier services, debugging, demolition, defensive equipment, Government-owned and commercially leased motor vehicles, electronic security, emergencies covering U.S. citizens abroad, emanations, engineering, inspections, inventories, penetration, physical security, product certification, product evaluation, program reviews, protective detail, security incidents, shielding, special events, surveillance detection, systems development, Tempest, testing, training, travel schedules, zones of control, victim resource advocacy, employee work schedules and assignments, Law Enforcement Availability Pay (LEAP) and other law enforcement personnel related matters, and other related subjects.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

#### Disposition Instruction

Cutoff Instruction Cut-off at end of calendar year of final action.

Retention Period Destroy/delete 3 years after cut-off but no later than 10 years if required for business use.

#### Additional Information

GAO Approval Not Required

#### Security Projects and Special Program Records

Disposition Authority Number DAA-0059-2018-0003-0007

Records documenting technical and physical security upgrades/improvements of embassy, consulate, and U.S. occupied buildings, communications equipment, computers, defensive equipment, armored vehicles, and security countermeasures. This schedule also covers records of special programs, operations, and events relating to security threats, incidents, or actions taken against individuals or property. Records include, but are not limited to, specifications for the test and evaluation of vendor products, design drawings, floor plans, inspections, standards, certification/non-certification letter, tracking and control information on equipment, including make, model, serial number,

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maintenance, distribution, and shipping, historical documentation of purchase, requisition, inventory, planning, research, funding, testing, training, storage, and destruction, status reports, technical reports, statistical data, engineering, installations, penetration, security technology, surveillance, surveys, technical services, visits, assessments, evaluations, threat lists, intelligence summaries, trends overseas, and other related subjects.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation GRS 1.1 / 011 (partial)

Disposition Instruction

Cutoff Instruction Cut-off at end of calendar year of final action.

Retention Period Destroy/delete 5 years after cut-off but no later than 30 years if required for business use.

Additional Information

GAO Approval Not Required

Law Enforcement and Security Training, Support, and Logistics Records

Disposition Authority Number DAA-0059-2018-0003-0008

Records documenting the development, coordination, implementation, and administration of specialized or formally established training of Diplomatic Security, foreign government, or other law enforcement and security personnel. Records are related to soft skills/classroom and hard skills training covering weapons, defensive tactics, counterterrorist driving, surveillance detection, mobile security, explosive device recognition and handling and other security-related subjects. Records include, but are not limited to, training policy and procedures, country assistance plans, country assessment reports, accreditation, curriculum development, curriculum review, course execution, class records, including syllabus, roster, examinations, and qualifications, request for training (internal and external), offer of training, response to offer, contracted instructor information, country clearances, logistical and financial data, participant rosters and itineraries, training provider task orders and contract, inventory of equipment, form used to approve the transfer of weapons and technology, training evaluation reports, program officer evaluation

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reports, escort reports, incident reports, student attendance, contract management, funding, budget, procurement, training schedules, support, staff, access, use, accountability, student critiques, evaluations, student training records and staff training records. Note: Routine/mandatory training is covered under GRS 2.6.

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

#### Disposition Instruction

Cutoff Instruction Cut-off upon conclusion of course review or when course is discontinued.

Retention Period Destroy 5 years after cut-off but no later than 30 years if required for business use.

#### Additional Information

GAO Approval Not Required

#### Agent Credential Records

Disposition Authority Number DAA-0059-2018-0003-0009

Records relating to accountability receipt forms, correspondence, memorandums, and reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

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	Cutoff Instruction	Cut off at the end of calendar year of final action.
	Retention Period	Destroy 25 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
9	<b>Working Files</b>	
	Disposition Authority Number	DAA-0059-2018-0003-0010
	<p>Records consists of drafts, working/development files and supporting documentation. This excludes significant policy or decision making and drafts with substantive edits or annotations that are to be incorporated into the appropriate Program File. Files include, but not limited to, drafts of correspondence; memoranda; plans; reports; evaluations; assessments; decision papers; position papers; congressional documents; diplomatic notes; testimonies; policies and standards; background notes; press releases issued through the Department's press office or the Diplomatic Security (DS) web site; press guidance for use by the Department's spokesman and DS personnel when speaking to the news media or public audiences; speeches made by the DS Assistant Secretary and Deputy Assistant Secretary; clearances on writing for publication and public speeches given by DS employees on matters of official concern; written responses to media queries; media interviews; information related to media policy guidance; background information on preparation of informational and educational materials; information on outreach programs, such as the A-OK Program (Alert Overseas Kids) and the Sentry Kids Identification System; presentations on DS mission-related topics that are used to support internal and external program activities; information created by DS or created by and for others on DS mission-related topics, such as copies of news clips and commercial productions or DS internal training topics that are used to support internal and external program activities; and materials for exhibits.</p>	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-off at the end of calendar year.

Retention Period

Destroy 3 years after cut-off but no later than 7 years  
if required for business use.

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
10/01/2018	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
06/10/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/08/2019	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
08/19/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
12/16/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
12/18/2019	Submit For Certification	Dionne Batson	Records and Information Management Specialist	Bureau of Administration - Records and Archives Management Division
05/19/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/24/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/06/2020	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
08/06/2020	Submit for Concurrency	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/11/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

**DAA-0059-2018-0003 - CONSOLIDATED SCHEDULE: BUREAU OF DIPLOMATIC SECURITY**

NOTE: Any items related to the GRS will be maintained for the minimum required by the related GRS item, generally for the longest period within the banding for this item.

NEW DISPOSITION AUTHORITY						RELATED DISPOSITION AUTHORITY	
Item	Records Series	Disposition	Series Level Cutoff (where applicable)	Office of Record (permanent records only)	Superseded Authority	Disposition Authority	Records Series
0001	Program Records	Permanent: Transfer to the National Archives 25 years after cut-off date.	Cut-off at end of calendar year.	Office of Countermeasures (DS/C)	N/A; New Item 2012 forward	N1-059-94-43/ 29/b	Penetration Post - Program Files
				Diplomatic Security Services (DS/DSS)	N/A; New Item 2012 forward	N1-059-94-43/ 67	Security Legal Services - Program File
				Office of Personnel Security and suitability Division (DS/SI)	N/A; New Item 2012 forward	N1-059-08-18/ 4	Department of State Personnel Security Program Policy and General Subject Files
				Threat Investigations and Analysis Directorate - Front Office (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-23/ 1	Program and Policy Files
				Office of Physical Security Programs (DS/C)	N/A; New Item 2012 forward	N1-059-94-43/ 7	Research and Development Project Precedent Case File
				Office of Special Programs and Coordination (DS/IP)	N/A; New Item 2012 forward	N1-059-10-19/ 7	U.S. Marine Corps - Security Guards
				Office of Antiterrorism Assistance (DS/T)	N/A; New Item 2012 forward	N1-059-07-04/ 16/a	Annual Report to Congress on the Anti-terrorism Assistance Program
				Office of Intelligence and Threat Analysis (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-24/ 3	Annual Report on Political Violence Against Americans
				Office of Countermeasures and Counterintelligence	N/A; New Item 2012 forward	N1-059-94-43/ 5	Technical Threat Assessment - Program File
				Office of Special Programs and Coordination (DS/IP)	N/A; New Item 2012 forward	N1-059-10-19/ 6	Security Assessment Reports
				Office of Computer Security (DS/SI)	N/A; New Item 2012 forward	N1-059-07-11/ 16/a	Cyber Threat Analysis Division (CTAD) Reports
				Office of Countermeasures and Counterintelligence	N/A; New Item 2012 forward	N1-059-94-43/ 53/a	Program Standards and Policy Files - Master Set of Standards
				Office of Computer Security			

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				Office of Countermeasures and Counterintelligence	N/A; New Item 2012 forward	N1-059-94-43/ 53/b	Program Standards and Policy Files - Master Set of Policies
				Office of Computer Security			
				Office of Antiterrorism Assistance (DS/T)	N/A; New Item 2012 forward	N1-059-07-04/ 2/a	Country Assessment Report File
				Office of Antiterrorism Assistance (DS/T)	N/A; New Item 2012 forward	N1-059-07-04/ 13/a	Country Assistance Plan
0002	High Profile Case Files	Permanent: Transfer to the National Archives 25 years after cut-off date.	Cut-off at the end of calendar year of case closure.	Rewards for Justice Program (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-26/ 1	Rewards for Justice Counter-Terrorism Information Files
				Rewards for Justice Program (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-26/ 2	Rewards for Justice (RFJ) Files for Terrorists Who Are Added or Removed from the RFJ Most Wanted List
				Office of Protective Intelligence Investigations (DS/TIA)	N/A; New Item 2012 forward	NC-059-75-02/ 1/a	Threat - Case Files - Cases concerning high ranking diplomats, prominent American citizens, or of an unusual nature
				Office of Personnel Security and suitability Division (DS/SI)	N/A; New Item 2012 forward	N1-059-08-18/ 1/a/6	Department of State Personnel Security Master Case File
				Office of Personnel Security and suitability Division (DS/SI)	N/A; New Item 2012 forward	N1-059-08-18/ 1/a/7	Department of State Personnel Security Master Case File Employee Files
				High Threat Programs Directorate (DS/HTP)	N/A; New Item 2012 forward	DAA-0059-2015-0008-0007	High Profile Case Files
0003	Other Case and Investigative Files	Temporary: Destroy 100 years after cut-off date. NOTE: If the Bureau of Diplomatic Security becomes aware of any significant or precedent-setting cases that may warrant preservation, file	Cut-off at the end of calendar year of case closure.	N/A	N/A; New Item 2012 forward	N1-059-10-11/ 1	Criminal Investigative Case Files
				N/A	N/A; New Item 2012 forward	N1-059-11-13/ 4	Counterintelligence - Case Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0010-0001	Criminal Investigations Case Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0010-0002	Administrative Investigations Case Files

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		under High Profile Case Files.		N/A	N/A; New Item 2012 forward	N1-059-09-36/ 1/a	Investigative Management System (IMS)
				N/A	N/A; New Item 2012 forward	N1-059-11-13/ 6	Counterintelligence Network Application (CINA)
				N/A	N/A; New Item 2012 forward	NC-059-75-02/ 1/b	Threat - Case Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008/ 0008	Routine Case Files
0004	Committee and Board Records (Non-FACA)	Permanent: Transfer to the National Archives 25 years after cut-off date.	Cut off at the end of calendar year.	Office of Countermeasures (DS/C)	N/A; New Item 2012 forward	N1-059-94-43/ 8	U.S. Intelligence Board/Technology Security Coordination Group - (USIB/ TSCG) - Audio Countermeasures Subcommittee File - Arrange by TAGS and Terms
				Office of Deputy Executive Director and Management Services (DS/EX/MGT)	N/A; New Item 2012 forward	DAA-0059-2011-0006-0004	Overseas Security Policy Board (OSPB) Historical Files - Arrange by subject or type of records (PPD)
				Office of Deputy Executive Director and Management Services (DS/EX/MGT)	N/A; New Item 2012 forward	DAA-0059-2011-0006-0006	Special Protective Equipment Review Board (SPE Review Board) - Historical Files (PPD)
0005	Special Publication Records	Permanent: Transfer to National Archives in 5 years after cut-off in a format acceptable to National Archives at the time of transfer.	Cut-off at the end of calendar year.	Rewards for Justice Program (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-26/ 3/a/1	Publicity Material - Posters, Brochures, and other Hardcopy Items
				Rewards for Justice Program (DS/TIA)	N/A; New Item 2012 forward	N1-059-10-26/ 3/b/1/a	Audio-Visual Materials
				Office of Public Affairs (DS/PA)	N/A; New Item 2012 forward	DAA-0059-2012-0002-0004	Public Affairs - Photographs
				Office of Public Affairs (DS/PA)	N/A; New Item 2012 forward	DAA-0059-2012-0002-0007	DS History
				Multiple Offices with DS	N/A; New Item 2012 forward	N/A; New item	All other publications, including Diplomatic Security Services: US Diplomacy's Security Office; DSS Then & Now; Listening In: Electronic Eavesdropping in the Cold War Era; and Partners in Diplomacy.
0006	Program Support Records	Temporary. Destroy/delete 3 years after cut-off but no later than 10 years if required for business use.	Cut-off at end of calendar year of final action.	N/A	N/A; New Item 2012 forward	N1-059-94-43/ 51	Facilities Physical Security - Program File (A-11-003-14)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 62	Countermeasures - Program File (A-11-003-20)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 63	Emanations Security - Program File (A-11-003-23)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 64	Emanations Security Post - Program File (A-11-003-24)

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N/A	N/A; New Item 2012 forward	N1-059-94-43/ 14	Control Officer - Program File (A-11-003-30)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 23	Crisis Management Exercise Controller Books - Program File (A-11-003-40)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 22	Crisis Management Exercises - Program File (A-11-003-41)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 21	Crisis Management Training - Program File (A-11-003-42)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 26	Emergencies - Program File 9A-11-003-45)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 66	Plain Text Processing Equipment - Program File (A-11-003-52)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0013-0002	Physical Security Surveys (A-11-006-02)
N/A	N/A; New Item 2012 forward	N1-059-10-11/ 3	Program Files (A-11-012-03)
N/A	N/A; New Item 2012 forward	N1-059-10-11/ 5	Asset Forfeiture Program Budget Records (A-11-012-05)
N/A	N/A; New Item 2012 forward	N1-059-10-11/ 6	Financial Crime Enforcement Network (FINCEN) Files (A-11-012-06)
N/A	N/A; New Item 2012 forward	Na-059-11-13/ 3	Counterintelligence Briefing Materials (A-11-012-23)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 34	Special Events Security - Program File (A-11-014-14)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0003	Action Memoranda and Information Memoranda Files (A-11-046-03)
N/A	N/A; New Item 2012 forward	NC1-059-77-26/ 12	Allotment Reports (A-11-014-21)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 73	Visit File (A-11-015-02)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 91	City Closing Report - Program File (A-11-015-03)
N/A	N/A; New Item 2012 forward	NC1-059-78-11/ 3	Foreign Dignitaries and U.S. Officials Protective Detail - Case File (A-11-015-04)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 89	Protective Liaison Country - Program File (A-11-015-05)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 4	Official Vehicles Statements (A-11-015-20)

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N/A	N/A; New Item 2012 forward	N1-059-11-11/ 11	Fully Armored Vehicles Files (A-11-015-27)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 14	DS Major Events Records (A-11-015-30)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 15	International Security Event Group (ISEG) (A-11-015-31)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 16	Miscellaneous Events Records (A-11-015-32)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 17	Trip Plan Folders (A-11-015-33)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 20	Secretary's Schedule Binder (A-11-015-37)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 21	Secretary's Approved Activities Binder (A-11-015-38)
N/A	N/A; New Item 2012 forward	N1-059-11-11/ 22	Duty Schedule Binder (A-11-015-39)
N/A	N/A; New Item 2012 forward	N1-059-11-03/ 1	Memorandums to Deputy Assistant Secretary (DAS) (A-11-017-01)
N/A	N/A; New Item 2012 forward	N1-059-11-03/ 5	DS/IP/RD Post Security - Program Review Files (A-11-017-05)
N/A	N/A; New Item 2012 forward	N1-059-10-19/ 2	DS Liaison Records (DSLNO) (A-11-018-02)
N/A	N/A; New Item 2012 forward	N1-059-10-19/ 3	Regional Survey Test (RST) Records (A-11-018-03)
N/A	N/A; New Item 2012 forward	N1-059-10-19/ 4	Special Sporting Events Records (A-11-018-04)
N/A	N/A; New Item 2012 forward	N1-059-10-19/ 8	U.S. Marine Corps - Security Guards (A-11-018-08)
N/A	N/A; New Item 2012 forward	N1-059-10-19/ 9	U.S. Marine Corps - Security Guards (A-11-018-09)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0003	Personal Data Checklist (A-11-019-03)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0004	Central Repository Files (A-11-019-04)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0006	Surveillance Detection (SD) Operations Plans (A-11-019-06)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0007	Surveillance Detection (SD) Management Plans (A-11-019-07)

**DAA-0059-2018-0003 - CONSOLIDATED SCHEDULE: BUREAU OF DIPLOMATIC SECURITY**

N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0008	Program Assistance Visits (A-11-019-08)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0009	Program Management Review (PMR) Post Operations Checklist and Reports (A-11-019-09)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0010	DS/IP Policy/Program File (A-11-019-10)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0011	Training Activities File (A-11-019-11)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0012	Post Folders - Local Guard and Residential Security (A-11-019-12)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0001	Incident Reports (A-11-019-01)
N/A	N/A; New Item 2012 forward	N1-059-10-25/ 1	Spot Reports (A-11-022-01)
N/A	N/A; New Item 2012 forward	N1-059-10-23/ 3	Subject Files (A-11-020-03)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 88	United Nations General Assembly (UNGA) Planning and Preparation Program File (A-11-025-02)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 12	Exception/ Waiver Files (A-11-028-12)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 13	Committee on National Security Systems (CNSS) Files A-11-028-13)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 14	Penetration Testing Reports (A-11-028-14)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 15	Daily Read Files (A-11-028-15)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 17	Cyber Threat Analysis Division (CTAD) Quarterly Reports (A-11-028-17)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0016-0001	Visitor Authorization Request (VARs) Files (A-11-029-01)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0008-0001	Accreditation Inspections Program Files (A-11-043-01)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0008-0002	Transit Security Program Files (A-11-043-02a)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0008-0003	Transit Security Program Files (A-11-043-02b)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 50	Construction Security Certification - Program File (A-11-043-03)

**DAA-0059-2018-0003 - CONSOLIDATED SCHEDULE: BUREAU OF DIPLOMATIC SECURITY**

N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0001	Executive Secretariat Memoranda (A-11-046-01)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0002	Director Chronological Files (A-11-046-02)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0009	Post Security Program Review (A-11-046-09)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0010	Special Program Files (A-11-046-10)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0011	Regional Survey Test (RST) Records (A-11-046-11)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0012	DS Liaison Office Records (DSLNO) (A-11-046-12)
N/A	N/A; New Item 2012 forward	DAA-0059-2016-0006-0001	Victims' Resource Advocacy Program (VRAP) - Administrative Files (A-11-012-28)
N/A	N/A; New Item 2012 forward	DAA-0059-2016-0006-0002	Victims' Resource Advocacy Program (VRAP) - Statistical Records (A-11-012-29)
N/A	N/A; New Item 2012 forward	DAA-0059-2016-0006-0003	Victims' Resource Advocacy Program (VRAP) - Training Material (A-11-012-30)
N/A	N/A; New Item 2012 forward	N1-059-11-18/ 2	Countermeasures – Bureau Files (A-11-013-02)
N/A	N/A; New Item 2012 forward	N1-059-11-18/ 3	Countermeasures – Country Files (A-11-013-03)
N/A	N/A; New Item 2012 forward	N1-059-94-43/ 42	Uniformed Guard - Program Files (A-11-014-02)
N/A	N/A; New Item 2012 forward	N1-059-07-11/ 11	Overseas Security Policy Board Information Systems Security Working Group (OSPB ISSWG) (A-11-028-11)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0011-0003	Congressional Inquiries Files (A-11-016-03)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0006-0010	Congressional and Agency Correspondence Files (A-11-036-16)
N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0005	Congressional Correspondence Files (A-11-046-05)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 7	Interagency Agreement File (A-11-008-07)
N/A	N/A; New Item 2012 forward	N1-059-10-11/ 2	Interagency and Intra-agency Agreement Files (MOAs and MOUs) (A-11-012-02)

**DAA-0059-2018-0003 - CONSOLIDATED SCHEDULE: BUREAU OF DIPLOMATIC SECURITY**

				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0011-0002	Memorandum of Agreements (MOAs) and Memorandum of Understandings (MOUs) (A-11-016-02)
				N/A	N/A; New Item 2012 forward	N1-059-07-11/ 1	Interagency Agreement File (MOAs and MOUs) (A-11-028-01)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0002-0003	Intra-Agency Agreement Files (A-11-038-03)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0003	Interagency Agreements (A-11-041-03)
				N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0004	Memoranda of Agreements (MOAs) and Memoranda of Understandings (MOUs) (A-11-046-04)
				N/A	N/A; New Item 2012 forward	N1-059-09-17/ 1/a	DS Electronic Tracking (DSET) (A-11-004-01a)
				N/A	N/A; New Item 2012 forward	N1-059-07-11/ 3/a	Response and Data Analysis Repository (RADAR) Application (A-11-028-03a)
				N/A	N/A; New Item 2012 forward	New	Response and Data Analysis Repository (RADAR) Application (A-11-028-03b)
				N/A	N/A; New Item 2012 forward	N1-059-07-11/ 4/a	Regional Computer Security Officer (RCSO) Resource Reporting System/Maximo (A-11-028-04a)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 2	Policy Waiver Requests (A-11-033-02)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 3	Agreements (A-11-033-03)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 5	Program Files (A-11-033-04)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 8	Non-pro Courier Program Slides and Briefing Materials (A-11-033-07)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 7	Pocket Reference Guide Materials (A-11-033-06)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 6	Newsletters (A-11-033-05)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 9	Courier Travel System (CTS), Master File (A-11-033-08)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0007	Law Enforcement Retirement Verification Case Files (A-11-041-07)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0011	Law Enforcement Availability Pay Records (A-11-041-09)

**DAA-0059-2018-0003 - CONSOLIDATED SCHEDULE: BUREAU OF DIPLOMATIC SECURITY**

				N/A	N/A; New Item 2012 forward	N1-059-94-19/ 9	Congressional Correspondence Files (A-11-019-16)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0008	Recruit (A-11-041-08a)
				N/A	N/A; New Item 2012 forward	N1-059-09-15/ 1/a	Protective Liaison Case Tracking System (POLCATS) (A-11-015-01a)
				N/A	N/A; New Item 2012 forward	N1-059-11-11/ 5/a	SHIELD (A-11-015-21a)
				N/A	N/A; New Item 2012 forward	N1-059-10-20/ 1	Policy Files (A-11-033-01)
0007	Security Projects and Special Programs Records	Temporary. Destroy/delete 5 years after cut-off but no later than 30 years if required for business use.	Cut-off at the end of calendar year of final action.	N/A	N/A; New Item 2012 forward	DAA-0059-2015-0013-0004	Facilities' Security Program and Project Files (A-11-006-04)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 9	Engineering Security (A-11-003-25)
				N/A	N/A; New Item 2012 forward	N1-059-11-13/ 5	Construction Project Records (A-11-012-24)
				N/A	N/A; New Item 2012 forward	N1-059-10-19/ 1	Executive Secretariat Memorandums (A-11-018-01)
				N/A	N/A; New Item 2012 forward	N1-059-10-19/ 5	Special Program Files (A-11-018-05)
				N/A	N/A; New Item 2012 forward	N1-059-10-24/ 2	Security Environment Threat List (A-11-021-02)
				N/A	N/A; New Item 2012 forward	N1-059-11-13/ 1	Counterintelligence Analyses Records (A-11-012-21)
				N/A	N/A; New Item 2012 forward	N1-059-10-25/ 2	Diplomatic Security Daily (A-11-022-02)
				N/A	N/A; New Item 2012 forward	N1-059-10-24/ 1	Regional/Geographic Threat Assessments (WHA, NEA, EUR, AF and SCA) (A-11-021-01)
				N/A	N/A; New Item 2012 forward	N1-059-09-18/ 1/a	Security Incident Management Analysis System (SIMAS) (A-11-021-07a)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 49/a	Security Equipment and Maintenance (SEMP) - Program Files a. Bill of Materials File (A-11-003-53a)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 49/b/1	Security Equipment and Maintenance (SEMP) - Program Files b(1). Blanket Purchase Agreements Files - Data (A-11-003-53b(1))

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N/A	N/A; New Item 2012 forward	N1-059-94-43/ 49/b/2	Security Equipment and Maintenance (SEMP) - Program Files b(2). Blanket Purchase Agreements Files - Transactions (A-11-003-53b(2))
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/d	Security Equipment and Maintenance (SEMP) - Program Files d. Memorandums, telegrams, and other documentation on inventories covering security equipment. (A-11-003-53d)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/e/1	Security Equipment and Maintenance (SEMP) - Program Files e(1). Logistics Program File - Copies of Contracts (A-11-003-53e(1))
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/e/2	Security Equipment and Maintenance (SEMP) - Program Files e(2). Logistics Program File - All other material (A-11-003-53e(2))
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/f	Security Equipment and Maintenance (SEMP) - Program Files f. Post File (A-11-003-53f)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/g	Security Equipment and Maintenance (SEMP) - Program Files g. Receiving file (A-11-003-53g)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/h	Security Equipment and Maintenance (SEMP) - Program Files h. Purchase Orders and Requisitions File (A-11-003-53h)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/i/1	Security Equipment and Maintenance (SEMP) - Program Files i(1). Shipping File - Government Bills of Lading (A-11-003-53i(1))

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N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/i/2	Security Equipment and Maintenance (SEMP) - Program Files i(2). Shipping File - Telegrams on equipment shipments (A-11-003-53i(2))
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/j	Security Equipment and Maintenance (SEMP) - Program Files j. Technical Surveillance Countermeasures Equipment File (A-11-003-53j)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-94-43/ 49/k	Security Equipment and Maintenance (SEMP) - Program Files k. Technical Trips Reports File (A-11-003-53k)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-11-17/ 1	Armored Vehicle - Purchasing Program Files (A-11-045-01)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-11-17/ 2	Armored Vehicle - Program Files (A-11-045-02)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-11-17/ 3	Armored Vehicle - Program Files (A-11-045-03)
N/A	GRS 1.1, item 011 (DAA-GRS-2013-0003, item 0002), 2012 forward.	N1-059-11-17/ 4	Armored Vehicle - Contracts (A-11-045-040)
N/A	N/A; New Item 2012 forward	N1-059-11-17/ 5	Defensive Equipment - Program Files (A-11-045-05)
N/A	N/A; New Item 2012 forward	N1-059-11-17/ 8	Defensive Equipment – Program Files (A-11-045-08)
N/A	N/A; New Item 2012 forward	N1-059-11-17/ 9	Defensive Equipment - Post Program Files (A-11-045-09)
N/A	N/A; New Item 2012 forward	N1-059-11-17/ 10	Defensive Equipment - Procurement (A-11-045-10)
N/A	N/A; New Item 2012 forward	N1-059-11-17/ 11	Defensive Equipment – Equipment Requisitions (A-11-045-11)

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				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 48/b/2	Physical Security Laboratory- Program Files - Technical Date File (A-11-009-09a)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 48/c	Physical Security Laboratory- Program Files - Training Material File (A-11-009-09b) and (A-11-003-51c)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 48/a	Physical Security Laboratory - Program Files a. Interagency Advisory Committee on Security Equipment (IACSE) (A-11-003-51a)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 48/b/2	Physical Security Laboratory - Program Files - b(2). Technical Data File-Telegrams (A-11-003-51b(2))
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0005-0001	Security Product Certification File - Arrange by vendor and product [Research and Development Branch] (A-11-032-01)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0005-0002	Security Product Non-Certification File - Arrange by vendor and product [Research and Development Branch] (A-11-032-02)
				N/A	N/A; New Item 2012 forward	N1-059-11-17/ 6	Defensive Equipment - Post Program Files (A-11-045-06)
				N/A	N/A; New Item 2012 forward	N1-059-11-17/ 7	Defensive Equipment - Firearms Control Files (A-11-045-07)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0016-0003	Security Incident Tracking System (SECINTS) (A-11-029-03a)
0008	Law Enforcement and Security Training , Support, and Logistics Records	Temporary. Destroy 5 years after cutoff but no later than 30 years if required for business use.	Cut-off upon conclusion of course review or when course is discontinued.	N/A	N/A; New Item 2012 forward	N1-059-07-04/ 10	Independent Evaluation of ATA Courses (A-11-008-10)
				N/A	N/A; New Item 2012 forward	N1-059-07-04/ 11/a	ATA Course Materials - Active Courses File (A-11-008-11)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 1	Curriculum Development Records (A-11-009-14)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 2	Curriculum Review Records (A-11-009-15)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 3	Course Execution Records (A-11-009-16)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 5	Class Records (A-11-009-18)

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N/A	N/A; New Item 2012 forward	N1-059-07-01/ 9	Training Policy and Procedures Records (A-11-009-22)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 10	Accreditation Records (A-11-009-23)
N/A	N/A; New Item 2012 forward	N1-059-07-02/ 1	Emergency Security Support - Program File (A-11-010-01)
N/A	N/A; New Item 2012 forward	N1-059-07-02/ 2	Mobile Training Teams - Program File (A-11-010-02)
N/A	N/A; New Item 2012 forward	N1-059-07-02/ 3	Mobile Security Deployments Training Records-Arrange by Student (A-11-010-03)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0002	Weapons and Mass Destruction (WMD) Training Records (A-11-011-02)
N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0003	WMD Training Curriculum (A-11-011-03)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 3	Weapons Control File (A-11-008-03)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 4	Weapons Log (A-11-008-04)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 5	Ammunition Inventory Records (A-11-008-05)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 8	Counter-Terrorism Program Management Information System (CTPMIS) (A-11-008-08)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 9	Student Pre and Post Knowledge and Skills Surveys (A-11-008-09)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 12	Training Activities Support File (A-11-008-12)
N/A	N/A; New Item 2012 forward	N1-059-07-04/ 14	Office Administrative Scheduling File (A-11-008-14)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 4	Course Evaluation Records (A-11-009-17)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 6	Student Training Records 9A-11-009-19)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 7	Course Administrative Records (A-11-009-20)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 8	TPS Staff Training Records 9A-11-009-21)
N/A	N/A; New Item 2012 forward	N1-059-07-01/ 11	External Training Records (A-11-009-24)

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				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 13	Firearms Training Ammunition Usage Report (A-11-009-26)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 14	Weapons Re-qualification Records (A-11-009-27)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 15	Ammunition Inventory Records (A-11-009-28)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 16	Weapons Log (A-11-009-29)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 17	Range Score Cards (A-11-009-30)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 18	Special Projects (A-11-009-31)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 19a	Reports Files - Registrar (A-11-009-32a)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 20a	Course Files - Registrar (A-11-009-33a)
				N/A	N/A; New Item 2012 forward	N1-059-07-01/ 27	External Training Support Files (A-11-009-40)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0001	Training Equipment Inventory Files (A-11-011-01)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0004	Post Trip Report (A-11-011-04)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0005	Contract Management Files (A-11-011-05)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0003-0006	Escape Mask Program (A-11-011-06)
0009	Agent Credentials Records	Temporary. Destroy 25 years after final action.		N/A	N/A; New Item 2012 forward	DAA-0059-2012-0001-0003	Agent Credentials - Program File (A-11-014-17a)
				N/A	N/A; New Item 2012 forward	N1-059-94-43/ 98/b	Agent Credentials - Program File (A-11-014-17b)
0010	Working Files	Temporary. Destroy/delete 3 years after cut-off but no later than 7 years if required for business use.	Cut off at the end of the calendar year.	N/A	N/A; New Item 2012 forward	DAA-0059-2012-0002-0001	Public Affairs - Subject Files (A-11-005-010)
				N/A	N/A; New Item 2012 forward	DAA-0059-2012-0002-0002	Public Affairs - Newsletter (A-11-005-02)
				N/A	N/A; New Item 2012 forward	DAA-0059-2012-0002-0003	Public Affairs - Publications (A-11-005-03)
				N/A	N/A; New Item 2012 forward	DAA-0059-2015-0013-0003	Policy Memorandums Working Files

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			N/A	N/A; New Item 2012 forward	N1-059-07-04/ 11/b	ATA Course Materials - Course Development Working File (A-11-008-11a)
			N/A	N/A; New Item 2012 forward	DAA-0059-2016-0006-0004	Victims' Resource Advocacy Program (VRAP) - Working Files (A-11-012-31)
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0006-0005	Overseas Security Policy Board (OSPB) Working Files (A-11-036-11b)
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0006-0007	Special Protective Equipment Review Board (SPE Review Board) - Working Files (A-11-036-13)
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0006-0009	Mission Strategic Plan Working Files (A-11-036-15)
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0001	Administrative Personnel Working Files
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0004-0002	Employees Performance Working Files
			N/A	N/A; New Item 2012 forward	N1-059-07-04/ 2/b	Country Assessment Report File - All other copies and supporting material (A-11-008-02a)
			N/A	N/A; New Item 2012 forward	N1-059-94-43/ 53/c	Program Standards and Policy Files - Drafts of Standards (A-11-003-81c & A-11-028-19c)
			N/A	N/A; New Item 2012 forward	N1-059-94-43/ 53/d	Program Standards and Policy Files - Drafts of Policies (A-11-003-81c & (A-11-028-19d)
			N/A	N/A; New Item 2012 forward	N1-059-07-04/ 13/b	Country Assistance Plan (A-11-008-13a)
			N/A	N/A; New Item 2012 forward	DAA-0059-2011-0001-0005	Program Standards and Policy Files (A-11-019-05)
			N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0006	Inspector General Reports (A-11-046-06)
			N/A	N/A; New Item 2012 forward	N1-059-11-03/ 2	DS/IP/RD Responses to Regulatory Agencies Files (A-11-017-02)
			N/A	N/A; New Item 2012 forward	N1-059-10-19/ 10	OIG Inspection/Audit File (A-11-018-10)
			N/A	N/A; New Item 2012 forward	DAA-0059-2015-0008-0014	Responses to Regulatory Agencies Files (A-11-046-14)