

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2018-0004

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 Bureau of Energy Resources (ENR)

Schedule Subject Consolidated Schedule: Records of the Bureau of Energy Resources

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of Energy Resources. 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 records document the official activities of the Bureau of Energy Resources to execute the Department of State’s efforts to forge international energy policy, strengthen U.S. and global energy security, and respond to energy challenges from around the world that affect U.S. economic policy and national security.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	3	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2018-0004

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2018-0004-0001
2	Presidential Permit Project Files Disposition Authority Number: DAA-0059-2018-0004-0002
3	Advisory Board, Committee, and Organizational Historical Files Disposition Authority Number: DAA-0059-2018-0004-0003
4	Program Support Files Disposition Authority Number: DAA-0059-2018-0004-0004
5	Regional/Country Files Disposition Authority Number: DAA-0059-2018-0004-0005
6	Working Files Disposition Authority Number: DAA-0059-2018-0004-0006
7	Press & Publication Files Disposition Authority Number: DAA-0059-2018-0004-0007

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2018-0004-0001</p> <p>Records documenting the implementation, development and improvement of renewable and alternative energy resources, fuels and technologies; global energy power market initiatives; energy security; and operational activities of the International Energy Agency (IEA). Files include, but is not limited to, accreditation documentation, briefing checklists, briefing papers, congressional notifications and documents; policies, procedures and regulations and other related information. The files are maintained chronologically, by subject and/or project title.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012</p> <p>How frequently will your agency transfer these records to the National Archives? Every 12 Months</p>
2	<p>Presidential Permit Project Files</p> <p>Disposition Authority Number DAA-0059-2018-0004-0002</p>

Records documenting the Department's role in the Presidential Permit process. The files include, but is not limited to, copies of cables, memorandums, briefing checklists, talking points, applications and supporting documentation, letters of inquiry, records of decision, relevant Executive Orders, related correspondence regarding permit applications for cross-border pipelines under Executive Order 13337. The Executive Order delegates the Secretary of State as the President's authority to receive applications for permits for the construction, connection, operation and/or maintenance of facilities for exportation or importation of petroleum, petroleum products, coal, or other fuels (except natural gas) at the border of the United States. Depending upon national interest determination, the secretary of state has the authority to issue or deny Presidential Permits.

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? Yes

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

GRS or Superseded Authority Citation DAA-0059-2015-0002-0002

Disposition Instruction

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

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? From 2012 To 2012

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

Advisory Board, Committee, and Organizational Historical Files

Disposition Authority Number DAA-0059-2018-0004-0003

Contains documentation of subcommittees, working groups, or other subgroup/foundation activities that support reports and recommendations to the parent committee and/or organization regarding sustainable and renewable energy

3

resources, but does not include organizations governed under the Federal Advisory Committee Act (FACA). The parent organizations include, but are not limited to, the UN Sustainable Energy for All Initiative (SE4ALL) and the International Renewal Energy Agency (IRENA). The documents may include, but are not limited to, correspondence, briefing materials, reports, transcripts and other 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 the calendar year, or when advisory board, subcommittees and/or working groups are terminated; whichever is sooner.

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? From 2012 To 2012

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer frequency unknown at this time.

Program Support Files

Disposition Authority Number DAA-0059-2018-0004-0004

Records that support the creation of policy and formal program records. Includes records such as copies of briefing books, copies of cables, funding and budgetary materials; evaluations; grant and contract documents, copies of foreign assistance resources; copies of interagency agreements; memorandums, operational plans, reports, talking points, speeches, presentation materials; incoming routine correspondence that no documented actions is taken; and other related information. The files are maintained chronologically, by subject and/or project title.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

4

5	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 the calendar year.
	Retention Period	Destroy no earlier than 3 years after cutoff and no later than 10 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Regional/Country Files	
	Disposition Authority Number	DAA-0059-2018-0004-0005
	Records documenting the management, development, implications and influence of traditional hydrocarbon resources; power sector growth; clean energy initiatives; energy efficiency and conservation; interconnection and cross-border trade in electricity; and other energy resources. The files include, but are not limited to, briefing checklists, briefing papers, financial information, policies, project requirements, strategies, technical analyses, copies of memorandums, cables, reports, maps, presentations, and other related energy resource issues. The files are maintained by region and/or country.	
	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	Cutoff at the end of the calendar year.	
Retention Period	Destroy 7 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
Working Files		
Disposition Authority Number	DAA-0059-2018-0004-0006	

Files may include, but is not limited to, drafts and/or copies of analyses, approval documentation, assessments, background notes, briefing papers, cables, congressional documents, correspondence, decision papers, diplomatic notes, evaluations, meeting agenda, meeting minutes, memoranda, policy information, pamphlets, position papers, publications, reference materials, reports, security initiatives, speeches, statements, studies, testimonies and other related information that did not influence the mission or policy of the Bureau. Excluding, drafts with substantive edits or annotations that are to be incorporated into the appropriate Program File.

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 the calendar year or when the activity ends.

Retention Period Destroy/Delete 3 years after cutoff.

Additional Information

GAO Approval Not Required

Press & Publication Files

Disposition Authority Number DAA-0059-2018-0004-0007

Records documenting submissions to the Department's spokesman for daily press briefings; source information used to produce publicity materials and analytical products; public engagements attended by senior officials; and internal publications distributed to overseas posts and domestic offices regarding energy issues and concerns. The files may include, but is not limited to, copies of press guidance and releases, Qs and As, talking points, visual aids, factsheets, brochures, meeting and conference materials, cables, correspondence, notes, reports, newsletters, excel spreadsheets and other related information.

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

7

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

No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the calendar year.

Retention Period

Destroy/delete no earlier than 3 years after cutoff and
no later than 5 years after cutoff.

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
12/07/2018	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
01/18/2022	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/04/2022	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
02/07/2022	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
04/25/2022	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/27/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/10/2022	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/27/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

06/27/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
07/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

ITEM NUMBER	BUCKET TITLE	NEW RETENTION	SERIES LEVEL CUT OFF INSTRUCTIONS, WHERE APPLICABLE	CURRENT SERIES TITLE	SUPERSEDED AUTHORITY	SUPERSEDED RETENTION	OFFICE OF RECORD, PERMANENT RECORDS ONLY	RELATED SERIES	RELATED RECORDS SERIES TITLE
0001	Permanent Program Files	Permanent	Cutoff at the end of calendar year.	n/a	n/a; new Item 2012 forward	n/a	ENR/FO ENR/EDP ENR/ETR ENR/EGA ENR/EDP/EWA ENR/ETR/ARE ENR/EGA/PAPD ENR/EDP/MEA ENR/ETR/EEE ENR/EGA/EP	DAA-0059-2015-0003-0001	Program Files
								DAA-0059-2015-0007-0001	Program/Project Files
								DAA-0059-2015-0011-0006	International Energy Agency (IEA) Program Files
								DAA-0059-2014-0022-0002	Front Office Correspondence Files
								DAA-0059-2015-0002-00002	Program/Project Files
0002	Presidential Permit Files	Permanent	Cutoff at the end of the calendar year.	Program/Project Files	DAA-0059-2015-0002-0002	Temporary	ENR/EDP/MEA	n/a	n/a
0003	Advisory Board, Committee and Organizational Historical Files	Permanent	Cutoff at the end of calendar year.	n/a	n/a; new Item 2012 forward	n/a	ENR/ETR/ARE	DAA-0059-2015-0007-0002	Advisory Board, Committee and Organizational Historical Files
0004	Program Support Files	Temporary	Cutoff at the end of calendar year.	n/a	n/a; new Item 2012 forward	n/a		DAA-0059-2014-0022-0003	Front Office Routine Correspondence Files
								DAA-0059-2015-0003-0002	Subject Files
								DAA-0059-2014-0021-0003	Front Office Routine Correspondence Files
								DAA-0059-2015-0011-0007	International Energy Agency (IEA) Briefing Books – Other Copies
								DAA-0059-2014-0022-0006	Briefing Books - All Other Copies
0005	Regional / Country Files	Temporary	Cutoff at the end of the calendar year	n/a	n/a; new item 2012 forward	n/a		DAA-0059-2014-0021-0001	Regional/Country Files
								DAA-0059-2015-0002-0001	Country Files
0006	Working Files	Temporary	Cutoff at the end of the calendar year or when activity ends	n/a	n/a; new item 2012 forward	n/a		DAA-0059-2014-0021-0002	Working Files
								DAA-0059-2015-0002-0003	Working Files
								DAA-0059-2015-0007-0003	Advisory Board, Committee and Organizational Working Files
0007	Press & Publication Files	Temporary	Cutoff at the end of the calendar year	n/a	n/a; new item 2012 forward	n/a		DAA-0059-2015-0011-0001	Press Guidance
								DAA-0059-2015-0011-0002	Editorials and Factsheets
								DAA-0059-2015-0011-0003	ENR Photographs
								DAA-0059-2015-0011-0004	Analysis Product
								DAA-0059-2015-0011-0005	ENR Energy Weekly - Newsletter