

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2019-0001**
Schedule Status **Approved**

Agency or Establishment **Department of State**
Record Group / Scheduling Group **General Records of the Department of State**
Records Schedule applies to **Agency-wide**
Schedule Subject **Consolidated Schedule: Records of the Office of the Secretary of State, Principal Officers and other Senior Officials**

Internal agency concurrences will be provided **No**

Background Information **Flexible schedule which consolidates the records of the Office of the Secretary of State, Principal Officers, and other Senior Officials. Applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Secretary, Principal Officers and Senior Officials. Crosswalk with additional detail is attached to the schedule.**

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 1 | 0 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0001

| Sequence Number |
|-----------------|
|-----------------|

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|---|---|
| 1 | Secretary of State, Principal Officers, and other Senior Officials - Program Files Disposition Authority Number: DAA-0059-2019-0001-0001 |
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Records Schedule Items

Sequence Number

1

Secretary of State, Principal Officers, and other Senior Officials - Program Files

Disposition Authority Number **DAA-0059-2019-0001-0001**

Records of the immediate offices of the Secretary of State, Deputy Secretary of State, Under Secretaries of State, including the Chief of Staff to the Secretary of State, the Counselor, Executive Secretariat, Special Envoys, Special Representatives, Coordinators, Ambassadors at Large, Assistant Secretaries, heads of Presidential initiatives and all other position titles equivalent to Assistant Secretaries and above, including documentation facilitated by their office staff, senior advisors, desk officers, etc., to carry out the duties in executing the mission of the Department of State. These records are segregated by the individual and are filed chronologically, by subject, by country or by TAGS/Terms that contain substantive information relating to the following topics:

- Formulating, issuing, and implementing policy
- Prescribe procedures or effect organizational structures
- Provide executive direction or documenting major functions
- Pertain to relations with the White House, Executive Office of the President, Congress or the public
- Pertain to foreign affairs
- Pertain to major programs and plans
- Pertain to budgetary planning
- Prescribe supervision and direction of resource allocation and management
- Pertain to engagement, consultation, or arbitration with external entities
- Specific issues, requests, events, or people
- Pertain to legislation, litigation, or precedent cases
- Documentation on security awareness and protection, counterintelligence, countermeasures, counterterrorism, emergency plans, investigations, threats, and other related subjects
- Pertain to historically significant events and structures. These records may include, but are not limited to, daily and/or weekly activity records, including calendars, appointment books, briefing books, schedules, call sheets, logs, diaries, formal invitations, replies to invitations, guest lists, manifests, agendas, annotated agendas, itineraries, checklists, briefing checklists, activity sheets, minutes, notes including handwritten notes, and other records documenting meetings, events, official conferences, appointments, transcripts of telephone calls, trips, visits, and other activities;
- all incoming and outgoing correspondence including background material and factsheets, comments, action memoranda, memoranda of understanding, information memoranda, memoranda of conversations, diplomatic notes, official-informals, drafts with substantive comments and edits; building blocks, scenarios, reports, issues, position, decision and policy papers, talking points, summaries, analytical papers, Congressionals; delegations list, legislation; proposals; recommendations; pleadings; speeches (text and transcripts) and testimonies, press releases, prepared statements, remarks, reports, (situation reports, program reviews, follow-up reviews, and other reports, including relevant statistics, studies and surveys), presentations, and condolence letters, biographic data, master set of publications, social media (regardless of platform) and other documentation on the

activities, interests, plans, policies, and responsibilities of these individuals. See crosswalk for specific positions included, as well as for related series.

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| Final Disposition | Permanent |
| Item Status | Active |
| Is this item media neutral? | No |
| Explanation of limitation | Records are exclusively electronic. The inclusive start date is 01-01-2012. |
| 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 | |
| Cutoff Instruction | Cutoff files at the end of incumbent tenure. |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 25 year(s) after cutoff. |
| Additional Information | |
| First year of records accumulation | 2012 |
| 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 1 Years |

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 |
|------------|--------------------------|------------------|---|---|
| 10/10/2018 | Certify | Timothy Kootz | Agency Records Officer | Bureau of Administration - Records and Archives Management Division A GIS IPS RA |
| 05/31/2019 | Return for Revision | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |
| 08/12/2019 | 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 |
| 08/20/2019 | 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 |

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| Foreign Service Institute, Director | n/a; 2012 forward only |
| Chief Information Officer, Bureau of Information Resources | n/a; 2012 forward only |
| Office of Budget and Planning, Director | n/a; 2012 forward only |
| Office of Civil Rights, Director and Chief Diversity Officer | n/a; 2012 forward only |
| Office of Civil Society and Emerging Democracies, Coordinator | n/a; 2012 forward only |
| Office of Comptroller, Global Finance Systems, Director | N1-059-96-03, Item 1 - Subject Files (TEMP) | n/a; 2012 forward only |
| Office of East Asian and Pacific Affairs, Director | N1-059-09-10, Item 1 - Subject Files | n/a; 2012 forward only | n/a; 2012 forward only | N1-059-09-14, Item 6 - Briefing Books | N1-059-09-10, Item 2 - Calendar and Appointment Books | n/a; 2012 forward only |
| Office of Foreign Missions, Director | N1-059-087-09, Item 3 - Country Files | n/a; 2012 forward only |
| Office of Human Resources, Director | n/a; 2012 forward only |
| Office of Legislative Affairs, Director | N1-059-93-40, Item 2 - Subject Files | n/a; 2012 forward only | N1-059-93-40, Item 1 - Correspondence File | n/a; 2012 forward only |
| Office of Management, Policy, Rightsizing and Innovation, Director | n/a; 2012 forward only |
| Office of Medical Services, Director | n/a; 2012 forward only |
| Office of Overseas Buildings Operations, Director | n/a; 2012 forward only | n/a; 2012 forward only | N1-059-07-09, Item 1 - Correspondence | n/a; 2012 forward only |
| Office of Policy Planning Council, Director | N1-059-92-02, Item 1 - Open Forum Program Subject Files | n/a; 2012 forward only | N1-059-89-17, Item 1 - Director Correspondence File | n/a; 2012 forward only | N1-059-92-02, Item 3a - Open Forum Options - Master Set | n/a; 2012 forward only |
| Office of Quadrennial Diplomacy and Development Review, Director, Quadrennial Diplomacy and Development Review | n/a; 2012 forward only |
| Office of the Chief of Protocol, Chief of Protocol | n/a; 2012 forward only |
| Office of the Executive Secretariat, Executive Secretariat | n/a; 2012 forward only |
| Office of the Inspector General, Inspector General | DAA-0059-2017-0002, Item 0001 | n/a; 2012 forward only |
| Office of the Legal Advisor, Legal Advisor | N1-059-95-11, Item 1a - Subject Files | N1-059-95-11, Item 1b - Chronological Files | n/a; 2012 forward only | N1-059-95-11, Item 18a - Record Copy, Briefing Books | n/a; 2012 forward only |
| Office of the Ombudsman, Director | n/a; 2012 forward only |
| Office of the Special Envoy to Guantanamo Closure (Closure of the Guantanamo Detention Facility), Director** SPECIAL ENVOY IS BELOW | n/a; 2012 forward only |
| Office of U.S. Foreign Assistance Resources, Director | n/a; 2012 forward only |
| Office of Western Hemisphere Affairs, Executive Director | n/a; 2012 forward only |
| SPECIAL ENVOYS: includes all current and future Special Envoy positions, regardless of scope of duties. The mission of a Special Envoy and Special Representative is to serve for a particular purpose, such as the conduct of special negotiations and/or attendance at | | | | | | | | | | | |
| Special Envoy / Special Representative (regardless of topic, or coverage) | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives | N1-059-09-43, Item 1 - Records of Special Envoys and Special Representatives |
| OFFICES UNDER AMBASSADORS-AT-LARGE: includes all current and future Ambassadors-at-Large, when carrying out duties equivalent to Special Envoys, Special Representatives, or equivalent positions. | | | | | | | | | | | |

