

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0003

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 Counterterrorism and Countering Violent Extremism

Schedule Subject Consolidated Schedule: Records of the Bureau of Counterterrorism and Countering Violent Extremism (CT)

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of Counterterrorism and Countering Violent Extremism. Applies to records 2012 and forward. This schedule does not superseded existing records schedules for the Bureau of Counterterrorism and Countering Violent Extremism.

The records document the official activities of the Bureau of Counterterrorism and Countering Violent Extremism’s mission is to promote partnerships with non-state actors, multilateral organizations, and foreign governments to advance the counterterrorism objectives and national security of the United States. The CT Bureau is taking a leading role in developing coordinated strategies and approaches to defeat terrorism abroad and securing the counterterrorism cooperation of international partners.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0003

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2019-0003-0001
2	Designation Records Disposition Authority Number: DAA-0059-2019-0003-0002
3	Project Files Disposition Authority Number: DAA-0059-2019-0003-0003
4	Working Files Disposition Authority Number: DAA-0059-2019-0003-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 548 411">Program Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2019-0003-0001</p> <p data-bbox="345 489 1516 1056">Records documenting the activities of the Deputy Coordinators, Directors, Deputy Directors and other officials pertaining to the bureau mission, programs and initiatives to promote U.S. national security relating to the development, formulation and implementation of policies, plans, strategies and operations for the counterterrorism and countering violent extremism program. The files would include, but not limited to, general subjects, specific incidents and/or engagements, and special programs and projects. The records types would include, but not limited to, partnership concept papers, briefing checklist and materials; position papers; watch lists and/or terrorist screening information; interagency meeting materials, agendas, talking points, summaries of conclusions, and recommendations; bilateral, multilateral and other formal agreements; assessments, evaluations and reports (technical, country); publications, congressional correspondence, legislative information, decision papers, speeches, testimonies and other substantive information that documents the counterterrorism program mission.</p> <p data-bbox="345 1077 922 1108">Final Disposition Permanent</p> <p data-bbox="345 1129 850 1161">Item Status Active</p> <p data-bbox="345 1182 818 1213">Is this item media neutral? Yes</p> <p data-bbox="345 1234 818 1360">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 data-bbox="345 1381 805 1476">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1514 659 1545">Disposition Instruction</p> <p data-bbox="345 1566 1263 1598">Cutoff Instruction Cutoff at the end of the Fiscal Year.</p> <p data-bbox="345 1619 1455 1692">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p data-bbox="345 1730 656 1761">Additional Information</p> <p data-bbox="345 1793 834 1824">First year of records accumulation 2012</p> <p data-bbox="345 1845 1045 1940">What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012</p>

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How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

Designation Records

Disposition Authority Number **DAA-0059-2019-0003-0002**

Records documenting the listing of identified and designated target placed under Foreign Terrorist organizations (FTO) and Executive Order 13224; designation of State Sponsors Terrorism (SST) terrorist exclusion listing, certification of countries not fully cooperating, sanctioning of various entities; and challenges of designation. The files include, but not limited to, correspondence, legal documents, reports, submissions, financial information and/or policies to counter terrorism and other background materials.

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**

Disposition Instruction

Cutoff Instruction **Cutoff when the designation is revoked.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.**

Additional Information

First year of records accumulation **2012**

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

How frequently will your agency transfer these records to the National Archives? **Unknown
Frequency of the agency transfer is unknown at this time.**

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Project Files

Disposition Authority Number **DAA-0059-2019-0003-0003**

Records documenting the projects and activities relating to the counterterrorism and countering violent extremism program carried out by any staff members other than the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism. Records include copies and drafts of correspondence; action memos; call sheets; annotated agendas; briefing materials; copies of bilateral, regional, multilateral and interagency agreements; rewards and committee documentation; security background information; training materials; international transportation, cybersecurity statements and declarations; press-releases; background and fact sheets; daily and/or weekly activity records; media communications; external reports; and publications.

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 **Cut off at the end of the year.**

Retention Period **Destroy 25 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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Working Files

Disposition Authority Number **DAA-0059-2019-0003-0004**

Files include, but not limited to, drafts of correspondence, memoranda, reports and evaluations, assessment, policy, security initiatives and decision papers, position papers, congressional documents, diplomatic notes, speeches and testimonies, statements, briefing papers and materials, background notes, excluding drafts with substantive edits or annotations that are to be incorporated into the appropriate Program File. These files also include reference materials, publications and other information that did not influence the mission or policy of the Bureau, and extra copies of correspondence.

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

Cut off at the end of the year, activity or engagement.

Retention Period

Destroy 3 year(s) 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
01/26/2021	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/02/2021	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
03/17/2021	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/19/2021	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/30/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/04/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NARA Crosswalk for DAA-0059-2019-0003								
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES		
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES	
0001	Program Files	Permanent	Cutoff at the end of the Fiscal Year.	Office of Strategy, Plans, and Initiatives	n/a; new item 2012 forward	N1-059-96-11 / 2/a	Program Files - Official Files	
				Office of Programs			N1-059-96-11 / 3/a	Research and Development - Official Files
				Office of South and Central Asian and Near East			N1-059-96-11 / 4/a	Legislation on Terrorism related issues
				Office of Africa, Europe, the Americas, and Asia			N1-059-96-11 / 6/a	Publicaitons - Master Set
				Office of Multilateral Affairs				
				Office of Homeland Security				
				Office of Terrorist Screening and Interdiction				
				Office of Terrorist Finance and Designations				
				Office of Crisis Response, Preparedness and Special Coordination				
				Office of Technical Programs and Operational Policy				
			Office for Countering Violent Extremism					
0002	Designation Records	Permanent.	Cutoff when the designation is revoked.	Office of Terrorist Finance and Designations	n/a; new item 2012 forward	N1-059-96-11 /5/a	Foreign Terrorist Organization (FTO) Designation Files	
0003	Project Files	Temporary	Cutoff at the end of the year, activity, or engagement.		n/a; new item 2012 forward	DAA-0059-2014-0024 / 0002	Staff Program Files	
0004	Working Files	Temporary	Cutoff at the end of the year, activity, or engagement.		n/a; new item 2012 forward	New item	NEW	