

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0009

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 Conflict and Stabilization Operations (CSO)

Schedule Subject Consolidated Schedule: Bureau of Conflict and Stabilization Operations (CSO)

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of Conflict and Stabilization Operations (CSO). 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.

Records containing information relating to the official activities of the Bureau of Conflict and Stabilization Operations (CSO) in executing the mission programs of the Department of State and the U.S. Government. CSO help the U.S. diplomats prevent, respond to, and recover from conflict which disrupts and undermines long-term development and capacity building. CSO brings partners and State Department capabilities together to assist, identify, and implement policy and programming activities.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0009

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2019-0009-0001
2	Program Support Files Disposition Authority Number: DAA-0059-2019-0009-0002
3	Project Management Working Files Disposition Authority Number: DAA-0059-2019-0009-0003

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2019-0009-0001</p> <p>Records documenting the formulation and implementation of policies and proposals to anticipate, prevent and respond to conflict that undermines U.S. national interests. As well as documenting the coordination and monitoring of regional and country strategies and operations to address conflict and stabilization challenges, such as political instability, security sector stabilization, and violent extremism. The records include but not limited to, memoranda, reports, analyses, incoming and outgoing correspondence, plans, proposals, agreements, special inquiries, and other information related to the bureau's official activities and operations.</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 Cutoff files 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>First year of records accumulation 2012</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>Program Support Files</p>

Disposition Authority Number **DAA-0059-2019-0009-0002**

Records documenting the CSO project activities that include but not limited to assessments and analyses; administrative and formal memoranda; contingency program for 1207 projects; operational requirements; portfolio management; and conflict issue methodologies. The documentation maintained include, but not limited to, analytical information; briefing book copies; charts; congressional notices; equipment; financial resources, meetings and agendas; memoranda; project proposals; recommendations; post implementation progress and close-out reports; staff requirements; strategic planning; training; reviews; and other related information. The records are maintained by subject and/or project.

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 file at the end of the calendar year in which the engagement or project ends.**

Retention Period **Destroy no earlier than 3 years after cutoff and no later than 10 years after cutoff.**

Additional Information

GAO Approval **Not Required**

Project Management Working Files

Disposition Authority Number **DAA-0059-2019-0009-0003**

Records documenting the CSO project activities that include but are not limited to assessments and analyses; administrative and formal memoranda; contingency program for 1207 projects; operational requirements; portfolio management; and conflict issue methodologies. The documentation maintained include, but not limited to, analytical information; briefing book copies; charts; congressional notices; equipment; financial resources, meetings and agendas; memoranda; project proposals; recommendations; post implementation progress and close-out reports; staff requirements; strategic planning; training; reviews; and other related information. The records are maintained by subject and/or project. Records documenting project management activities relating to public affairs and outreach; learning and best practices; and partnership and strategic undertakings. The

3

files include, but not limited to, academic engagements, agendas, background information and profiles related to partnership with governments, multilateral organizations and participants; correspondence; preliminary drafts and notes; event calendars; multimedia speeches; planning documents for partnership luncheons with Assistant Secretary; PowerPoint presentations; protocols; programming manuals; roundtable discussions; think tanks; subject matter experts; copies of sample documents, guidance, templates and related information relating to conflict prevention and stabilization best; assessments and analyses; visual projects; audio; photos; press guidance strategies; metric; 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? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year in which the project ends.

Retention Period Destroy 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
09/29/2021	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
11/19/2021	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
05/06/2022	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
05/12/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/12/2022	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
06/02/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

06/02/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
06/08/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

Crosswalk, DAA-0059-2019-0009, Bureau of Conflict and Stabilization Operations (CSO)							
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD	SUPERSEDED AUTHORITY	RECORD SERIES	DISPOSTION AUTHORITY
0001	Program Files	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at the end of calendar year.	CSO	n/a; new item 2012 forward	Deputy Assistant Secretary & Senior Advisor Chronological Files	DAA-0059-2014-0019-0003
0002	Program Support Files	Temporary. Destroy no earlier than 3 years after cutoff and no later than 10 years after cutoff.	Cutoff at the end of the calendar year, engagement or project.		n/a; new item 2012 forward	Training Records	DAA-0059-2014-0025-0001
						Evaluations Records	DAA-0059-2014-0025-0003
						Office Administration (Internal Strategy) Records	DAA-0059-2014-0025-0004
						Thematic Files	DAA-0059-2015-0005-0001
						Portfolio Management Documents	DAA-0059-2015-0005-0002
						Memos	DAA-0059-2015-0004-0001
						CSO Assessments & Reports	DAA-0059-2015-0004-0002
						Operations and Engagement Administrative Files	DAA-0059-2015-0004-0004

						1207 Funding Files (PSD)	DAA-0059-2014-0018-0003
						Engagement Documents and Summaries	DAA-0059-2015-0006-0002
						Briefing Books	DAA-0059-2015-0006-0001
						Administrative Memorandums	DAA-0059-2015-0001-0001
0003	Project Management Working Files	Temporary. Destroy no earlier than 3 years after cutoff and no later than 5 years after cutoff.	Cutoff at the end of the calendar year or when the activity end.		n/a; new item 2012 forward	Program Files (PSD)	DAA-0059-2014-0018-0001
						Public Outreach	DAA-0059-2015-0006-0003
						Public Affairs Files	DAA-0059-2015-0002-0004
						Partnership Profiles	DAA-0059-2015-0006-0005
						Learning and Best Practices Records	DAA-0059-2014-0025-0002
						Working Files	DAA-0059-2015-0004-0003