

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0011

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 International Security and Nonproliferation (ISN)

Schedule Subject Consolidated Schedule: Records of the Bureau of International Security and Nonproliferation (ISN)

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of International Security and Nonproliferation (ISN) and 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 International Security and Nonproliferation (ISN) is responsible for preventing the spread of weapons of mass destruction (WMD), delivery systems, and advanced conventional weapons capabilities — and rolling back such proliferation where it has already taken root. In close collaboration with other bureaus within the State Department, other U.S. agencies, and a diverse range of international and non-governmental partners, ISN tracks, develops, and implements effective responses to proliferation threats and shapes the international security environment to prevent their recurrence.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2019-0011

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2019-0011-0001
2	Coordination and Event Files Disposition Authority Number: DAA-0059-2019-0011-0002
3	Administrative Conference and Activities Files Disposition Authority Number: DAA-0059-2019-0011-0003

Records Schedule Items

Sequence Number									
1	<p data-bbox="345 380 545 411">Program Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2019-0011-0001</p> <p data-bbox="345 485 1521 1671">Records related to the official program and mission functions of the Bureau of International Security and Nonproliferation that establish, discuss, or define policies related to preventing the proliferation of nuclear, chemical, and biological weapons of mass destruction and their missile delivery systems, advanced conventional weapons capabilities, and related materials, technologies, and expertise; subjects that include nonproliferation, anti-terrorism, nuclear safeguards, nuclear safety, nuclear security, nuclear energy, civil-nuclear cooperation including export controls, proliferation-related sanctions and Executive Orders, international security and nonproliferation-related capacity-building and programming, and countering the threat of terrorists acquiring and/or using a weapon of mass destruction; activities for preventing the proliferation of destabilizing conventional weapons, as well as interdiction, visa screening, sanctions, and strategic trade control – including export licensing; and, missile, conventional, nuclear, biological and chemical weapons-related multilateral arrangements, conventions, fora, treaties, and regimes. These records arranged chronologically, alphabetically by organization, subject, subject country, technology categories, specific negotiations, or export control list include, but are not limited to, incoming and outgoing correspondence, memoranda, historical and other background material on bilateral and multilateral negotiations, cables, faxes, delegation lists, meeting agendas and minutes, notes, briefing papers, policy and position papers, planning papers, speeches, press guidance, questions and answers, Congressional testimony, views and proposals, talking points, agreements, resolutions, intelligence reports, technical reports, committee reports; reference materials documenting U.S. participation in national and international organizations/regimes/arrangements, intelligence assessments, analytical working papers, export license applications; conference invitation and all substantive drafts, invitee lists and attendee rosters, speaker notes, strategic plans, staff studies and after-action reports; committee charters, directives, reports, notices, terms of reference and related comments; and other supporting documentation. This item applies to all program files within the Bureau of International Security and Nonproliferation offices and future equivalents.</p> <table data-bbox="345 1682 922 1908"><tr><td data-bbox="345 1682 755 1713">Final Disposition</td><td data-bbox="763 1682 922 1713">Permanent</td></tr><tr><td data-bbox="345 1734 755 1766">Item Status</td><td data-bbox="763 1734 922 1766">Active</td></tr><tr><td data-bbox="345 1787 755 1818">Is this item media neutral?</td><td data-bbox="763 1787 922 1818">Yes</td></tr><tr><td data-bbox="345 1839 755 1908">Do any of the records covered by this item currently exist in</td><td data-bbox="763 1839 922 1908">No</td></tr></table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in	No
Final Disposition	Permanent								
Item Status	Active								
Is this item media neutral?	Yes								
Do any of the records covered by this item currently exist in	No								

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction	Cut off file at the end of the calendar year when final action occurs.
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 12 Months

Coordination and Event Files

Disposition Authority Number **DAA-0059-2019-0011-0002**

Records related to training events held domestically, at Post, or other locations, for the edification of individuals that support the Bureau’s mission. Generally, this includes records that document the collaboration and exchange of information, coordination of activities, and cooperation with internal, domestic and international partners These records include, but are not limited to: country and regional strategic and project plans; activity proposals, trip reports, after action reports, annual progress reviews and end of year progress materials, correspondence, background materials and working files; documentation regarding training planning, presentations and activities, agendas, rosters; roles and responsibilities, curricula, workshop course material, and other training material, staff studies and after-action reports relating to training, relevant correspondence and any other event- and coordination-related material.

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

2

3

Disposition Instruction

Cutoff Instruction Cut off file at the end of the calendar year when final action occurs.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Administrative Conference and Activities Files

Disposition Authority Number DAA-0059-2019-0011-0003

Records related to the administrative operations and activities that facilitate the Bureau of International Security and Nonproliferation programs including national and international conference arrangements for acquiring conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference; press information and Interagency Committee information when the Bureau of International Security and Nonproliferation (ISN) is not Chair/Secretariat. These records include, but are not limited to, activity-related chronological files; press clips, press guidance and questions and answers that pertain to the programs of the offices involved; and all correspondence, cables, worksheets, forms and other documentation related to the administrative aspects of national and international conferences.

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 files at the end of the calendar year when final action occurs.

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
03/12/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
04/28/2020	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
05/13/2020	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
05/20/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
11/13/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
11/23/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/24/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

CROSSWALK, DAA-0059-2019-0011 - Bureau of International Security and Nonproliferation (ISN)

OFFICE KEY: Bureau of International Security and Nonproliferation offices and future equivalents: Deputy Assistant Secretaries, Office of the Biographical Policy Staff, Office of Conventional Arms Threat Reduction (CATR), Office of Cooperative Threat Reduction (CTR), Office of Counterproliferation Initiatives (CPI), Office of Export Control Cooperation (ECC), Office of Missile, Biological and Chemical Nonproliferation (MBC), Office of Multilateral Nuclear and Security Affairs (MNSA), Office of Nonproliferation and Disarmament Fund (NDF), Office of Nuclear Energy, Safety and Security Affairs (NESS), Office of Regional Affairs (RA), Office of Strategic Communications and Outreach (SCO), Office of Threat Reduction (TR) and Office of Weapons of Mass Destruction Terrorism (WMDT).

NEW DISPOSITION AUTHORITY

RELATED AUTHORITIES

Item	Records Series	Disposition	Series Level Cutoff (where applicable)	Office of Record (for permanent records only)	Superseded Authority	Disposition Authority	Record Series
0001	Program Files	Permanent	Cut off at end of the calendar year when final action occurs. Transfer to the National Archives 25 after cutoff.	Deputy Assistant Secretaries; MBC; BPS; MNSA; CTR; WMDT; RA; NESS; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 9a	Country File
				Deputy Assistant Secretaries; MBC; BPS; MNSA; CTR; WMDT; RA; NESS; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 3b	Organization and Conference File: Office Files
				Deputy Assistant Secretaries; MBC; BPS; MNSA; CTR; WMDT; RA; NESS; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 5b	Chronological Files
				Deputy Assistant Secretaries; MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 6b	Subject Files
				Deputy Assistant Secretaries; MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 10a	Interagency Committee Files - Bureau is Chair/Secretariat
				MBC; RA; NESS; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 13a	Program Files for Wassenaar Arrangements

CATR	n/a; new Item 2012 forward	N1-059-01-12, item 14a	Supercomputer Files - Subject Files
CATR	n/a; new Item 2012 forward	N1-059-01-12, item 14b	Supercomputer Files - Interagency or Working Group Meetings
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 15a	Electronics, Telecommunications, and Encryption Files - Subject Files
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 15b	Electronics, Telecommunications, and Encryption Files - Interagency or Working Group Meetings
CATR	n/a; new Item 2012 forward	N1-059-01-12, item 16a	Remote Sensing Files - Subject Files
CATR	n/a; new Item 2012 forward	N1-059-01-12, item 16b	Remote Sensing Files - Interagency or Working Group Meetings
RA; MBC; RA; NESS; WMDT; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 17a	Technology Transfer Working Group - Subject Files
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 19a	Background/Briefing Books - Master Copy
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 30a	Historical Records
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 7a	Treaty Negotiation Subject Files
MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 11a	Arms Transfer Case Files
MBC; MNSA; RA; NESS; WMDT; CATR	n/a; new Item 2012 forward	N1-059-01-12, item 18a	Export Case Files

				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 12a	Information Report Files
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 23a	International Science Technology Centers - Program Files
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 26a	Text Conforming Files
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 23b	Nuclear Reactor Safety Program
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 27a	United Nations Special Commission (UNSCOM)
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 28a	United Nations Monitoring, Verification, and Inspection Commission (UNMOVIC) Files
				MBC; BPS; MNSA; CTR; RA; NESS; WMDT	n/a; new Item 2012 forward	N1-059-01-12, item 29a	International Atomic Energy Agency (IAEA) Action Team Files
				MBC; BPS; MNSA; CTR; WMDT; RA; NESS; CATR	n/a; new Item 2012 forward	DAA-0059-2014-0026, item 0003	Export Control Cooperation - Conference Files
				Deputy Assistant Secretaries	n/a; new Item 2012 forward	N1-059-01-12, item 1a	Weekly/Daily Activity Report (WAR/DAR) Files -
					n/a; new Item 2012 forward	N1-059-01-12, item 2a (partial)	Daily Activity Records (Deputy Assistant Secretaries)
0002	Export Control Coordination Management, Activities and Event Files	Temporary	Cut off files at the end of the calendar year when final action occurs. Destroy 10 years		n/a; new Item 2012 forward	DAA-0059-2014-0026, item 0001	Office Program Files
					n/a; new Item 2012 forward	DAA-0059-2014-0026, item 0002	Bilateral, Regional and Multilateral Activity Files

			after cutoff.		n/a; new Item 2012 forward	DAA-0059-2014-0026, item 0004	Training Event Files
0003	Administrative Conference and Activities Files	Temporary	Cut off files in the calendar year when final action occurs. Destroy 3 years after cutoff.		n/a; new Item 2012 forward	N1-059-01-12, item 4a	Conference Administrative Files
					n/a; new Item 2012 forward	N1-059-01-12, item 10b	Interagency Committee Files - Bureau is not Chair/Secretariat
					n/a; new Item 2012 forward	N1-059-01-12, item 24a	Clearance Files
					n/a; new Item 2012 forward	N1-059-01-12, item 25a	Press Information