

## Request for Records Disposition Authority

Records Schedule Number           DAA-0059-2019-0014  
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                 Office of the Legal Adviser  
Schedule Subject                  Consolidated Schedule: Records of the Office of the Legal Adviser.  
Internal agency concurrences will be provided   No

Background Information           Flexible schedule which consolidates the records of the Office of the Legal Adviser. Unless otherwise noted, this schedule applies to records 2012 and forward. Unless otherwise noted, this schedule does not supersede existing records schedules for the Office. 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	9	3	0

### GAO Approval

0004, 0005

## Outline of Records Schedule Items for DAA-0059-2019-0014

Sequence Number	
1	<b>Program Files</b> Disposition Authority Number: DAA-0059-2019-0014-0001
2	<b>Case and Claim Files</b>
2.1	Case Files – Significant Disposition Authority Number: DAA-0059-2019-0014-0002
2.2	Claim Files – Significant Disposition Authority Number: DAA-0059-2019-0014-0003
2.3	Case Files – Non-Significant Disposition Authority Number: DAA-0059-2019-0014-0004
2.4	Claim Files – Non-Significant Disposition Authority Number: DAA-0059-2019-0014-0005
3	<b>Treaty Files</b> Disposition Authority Number: DAA-0059-2019-0014-0006
4	<b>Non-Legally-Binding Instruments</b> Disposition Authority Number: DAA-0059-2019-0014-0007
5	<b>General Treaty and Agreement Information Files, UN Registrations, and Depository Documentation</b> Disposition Authority Number: DAA-0059-2019-0014-0008
6	<b>Treaties in Force Publication</b> Disposition Authority Number: DAA-0059-2019-0014-0009
7	<b>Treaty Negotiation Files</b> Disposition Authority Number: DAA-0059-2019-0014-0010
8	<b>Electronic Treaty Database</b> Disposition Authority Number: DAA-0059-2019-0014-0011
9	<b>Program Support Files</b> Disposition Authority Number: DAA-0059-2019-0014-0012

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 545 411"><b>Program Files</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0059-2019-0014-0001</b></p> <p data-bbox="345 485 1529 1251">Records of Principal Deputy Legal Advisers, Deputy Legal Advisers or equivalent level in carrying out program activities related to mission planning for the Office of the Legal Adviser that contain the final information relating to legal advice on all legal issues, domestic and international, arising in the course of the Department's work. Regional offices focus on specific areas of the world, while functional offices deal with specific subject matter such as protection of U.S. citizens and investments, problems in diplomatic and consular relations, interpretation and negotiation of treaties, military base rights and status of force issues, peaceful settlement of disputes, commodity agreements, and trade matters, human resources and labor relations, asylum, migration, and population, law enforcement and intelligence, budget and planning, legislation and foreign assistance, environmental affairs, public diplomacy and ethics and financial disclosure. Arranged by country or subject, these files include, but are not limited to, documents of international organizations and conferences, judicial cooperation and recognition of foreign judgments, tribunals, arbitrations, peace initiatives, arms control discussions, departmental regulations, executive orders, domestic statutes, congressional testimony and speeches, all incoming and outgoing correspondence, deputy committee meeting reports, background and decision papers, ethics documents, work papers, statements, notes, calendars, appointment books, schedules, talking points, proposals, and recommendations.</p> <p data-bbox="345 1272 922 1304">Final Disposition                      <b>Permanent</b></p> <p data-bbox="345 1325 850 1356">Item Status                              <b>Active</b></p> <p data-bbox="345 1377 818 1409">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 1430 805 1556">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1587 659 1619"><b>Disposition Instruction</b></p> <p data-bbox="345 1650 992 1682">Cutoff Instruction                      <b>Cut off annually.</b></p> <p data-bbox="345 1703 1455 1776">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff.</b></p> <p data-bbox="345 1808 656 1839"><b>Additional Information</b></p> <p data-bbox="345 1871 834 1902">First year of records accumulation      <b>2012</b></p>

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

## Case and Claim Files

### Case Files – Significant

Disposition Authority Number DAA-0059-2019-0014-0002

Significant case files are those that meet one or more of the following criteria: 1) receives Presidential or Congressional attention; 2) receives considerable public and/or media attention; 3) have an effect on department policy; and/or 4) which establish a principle or rule. This may include records such as correspondence relating to legal briefs, depositions, trial and/or hearing transcripts, exhibits, pleadings, notes, emails, cables, reports, memoranda, article, copes of regulations and legislation, legal opinions, and other court-related records. Topics include, but are not limited to, trade agreements, litigation, extradition, consular affairs, visas, passports, international children’s issues, protection and restitution of cultural property, human rights, refugees, United Nations, international traffic in arms, appropriations, foreign assistance, nonproliferation, and Atomic Energy Act.

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 after the close of case.

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

2

2.1

2.2

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

### Claim Files – Significant

Disposition Authority Number DAA-0059-2019-0014-0003

Significant claim files are those that meet one or more of the following criteria: 1) receives Presidential or Congressional attention; 2) receives considerable public and/or media attention; 3) have an effect on department policy; and/or 4) which establish a principle or rule. This may include records such as claim forms and supporting documentation, tribunals, correspondence, briefs, reply briefs, legal documentation (memorials, replies to memorials, affidavits, and drafts) and other material relating to the claims. Also included is the evidence submitted by claimants in support of their claims. This may include narrative statements, photographs, maps, charts, diagrams, receipts, bills, and other supporting documentation, work papers, statements, notes, including handwritten notes, background papers and material.

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 after the close of claim.

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? From 2012 To 2012

2.3

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

**Case Files – Non-Significant**

Disposition Authority Number **DAA-0059-2019-0014-0004**

**All case files that do not meet the criteria of significant, including those related to administrative aspects of the department, or routine mission-related activities.**

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 after close of case.**

Retention Period **Destroy no sooner than 1 year but no later than 6 years after case cutoff.**

**Additional Information**

GAO Approval **Required and Received**

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**Claim Files – Non-Significant**

Disposition Authority Number **DAA-0059-2019-0014-0005**

**All claim files that do not meet the criteria of significant, including those related to administrative aspects of the department, or routine mission-related activities.**

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**

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

No

**Disposition Instruction**

Cutoff Instruction

Cutoff after close of claim.

Retention Period

Return any source documentation and destroy no sooner than 1 year but no later than 6 years after claim cutoff.

**Additional Information**

GAO Approval

Required and Received

**Treaty Files**

Disposition Authority Number

DAA-0059-2019-0014-0006

Original treaties and agreements and/or certified copies of treaties and agreements; background documentation on treaties and other international agreements of the United States (1778-Present). Records include, but are not limited to, copies of treaties; translations and transmittals; publications of texts of agreements, telegrams, airgrams and dispatches; files regarding the negotiation and /or negotiating stage(s) of a treaty or agreement; copies of Circular 175s, memoranda and other official correspondence of background interest. Organizational note: Records must include both the date range, the treaty signing date and the corresponding treaty database number, if applicable (TIMS, see Records series 11).

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

Cutoff files after treaty or agreement is no longer in force.

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

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What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of the initial transfer of these records is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Unknown Frequency of agency transfer of these records is unknown at this time.

### Non-Legally-Binding Instruments

Disposition Authority Number      DAA-0059-2019-0014-0007

Copies of texts and background information on non-legally-binding instruments of the United States (1950-present), including between the United States and other parties, or United States agency-to-agency understandings. Including but not limited to, supporting memoranda and other official correspondence, translations, and other material of background interest.

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 5 years after agreement becomes effective.

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 of these records is unknown at this time.
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How frequently will your agency transfer these records to the National Archives?	Unknown Frequency of agency transfer of these records is unknown at this time.
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### General Treaty and Agreement Information Files, UN Registrations, and Depository Documentation

Disposition Authority Number DAA-0059-2019-0014-0008

Documentation on the general subject of treaties and agreements. Topics can include, but are not limited to, treaty and agreement practice and litigation, treaty and agreement termination, dispute settlements, and other such matters; treaty slips and correspondence that note the registration of treaties and agreements at the United Nations; depository documentation for original treaties for which the United States is a depository and individual country files for states that ratify/sign-including original full power documents and instruments of ratification; party notices.

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 annually.

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 of these records is unknown at this time.

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

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### Treaties in Force Publication

Disposition Authority Number DAA-0059-2019-0014-0009

Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.

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?	No

#### Disposition Instruction

Cutoff Instruction	Cut off when new publication is issued.
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

#### Treaty Negotiation Files

Disposition Authority Number	DAA-0059-2019-0014-0010
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Proposed treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage and may or may not lead to a treaty. Records include, but are not limited to, discussions to cooperate on certain matters between governments (1778-Present), official copies of position papers and briefing books, Circular 175s, agreement drafts, analytical working papers, memoranda of conversation, presidential decisions, talking points, planning papers, delegation lists, speeches, reports, meeting agendas, meeting minutes and other substantive records used to provide advice and support. Arranged alphabetically by subject, or chronologically by negotiation round.

Final Disposition	Permanent
Item Status	Active

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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 annually.

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 of these records is unknown at this time.

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

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### Electronic Treaty Database

Disposition Authority Number DAA-0059-2019-0014-0011

Cumulative database of all treaties in force and terminated treaties since 2004 which is used as an electronic indexing system to track and manage information about treaties, agreements, and international acts of the United States; also contains attached PDF's, word documents and emails. Records include, but are not limited to, title, instrument type, status, signatories, subject, Treaties and other International Acts Series (TIAS) number, entry into force, approval information, and duration and termination information.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic. The inclusive start date is 01/01/2004.

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
GRS or Superseded Authority Citation	N1-059-09-03 / 1
<b>Disposition Instruction</b>	
Cutoff Instruction	Create an annual snapshot of the data.
Transfer to the National Archives for Accessioning	Transfer a snapshot of data to the National Archives upon approval of this schedule, and, thereafter, send a snapshot every 5 years, or sooner if the system is discontinued or if records are migrated to another system that changes the record content.
<b>Additional Information</b>	
First year of records accumulation	2004
What will be the date span of the initial transfer of records to the National Archives?	From 2004 To 2021
How frequently will your agency transfer these records to the National Archives?	Every 5 Years
<b>Program Support Files</b>	
Disposition Authority Number	DAA-0059-2019-0014-0012
Records that document the routine non-substantive information relating to legal advice on all legal issues, domestic and international, arising in the course of the Department's work. The records include, but are not limited to, information created and maintained while receiving, coordinating, reviewing, processing, approving and reporting on the day-to-day legal activities that do not contain information of historical value such as department notices, ALDACs, memorandums, action memos, budget and finance statements; pleadings, opinions, briefs and other legal documents brought by or against the Department.	
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

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

No

**Disposition Instruction**

Cutoff Instruction

Cut off annually or at the close of a case or claim.

Retention Period

Destroy 6 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
08/19/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
03/12/2020	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
06/16/2020	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
10/19/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
01/22/2021	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
02/04/2021	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
02/08/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
02/09/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

02/09/2022	Submit for Concurrency	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
02/11/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/15/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

**CROSSWALK, DAA-0059-2019-0014, OFFICE OF THE LEGAL ADVISER**

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. Transfer to the National Archives 25 year(s) after cutoff.	Cut off files annually.	Front Office	n/a; new item 2012 forward	N1-059-95-11 / 2/a	Principal Deputy and Deputy Legal Adviser Files - Subject Files
				Front Office		N1-059-95-11 / 2/b	Principal Deputy and Deputy Legal Adviser Files - Chronological Files
				Office of the Consular Affairs		N1-059-95-11 / 21	Subject Files
				Office of Public Diplomacy and Public Affairs (L/PD)		N1-059-95-11 / 27	Office of Educational, Cultural, and Public Affairs - Subject Files
				Office of Employment Law (L/EMP)		N1-059-08-13 / 2	Employment Law Subject Files
				Office of Human Rights and Refugees (L/HRR)		N1-059-95-11 / 36/a	Program Files - Arranged by Subject
				Office of Human Rights and Refugees (L/HRR)		N1-059-95-11 / 36/b	Program Files - Arranged alphabetically by country



Office of Law Enforcement and Intelligence (L/LEI)
Office of Law Enforcement and Intelligence (L/LEI)
Office of Law Enforcement and Intelligence (L/LEI)
Office of Management (L/M)
Office of Oceans, International Environmental and Scientific affairs
Office of Oceans, International Environmental and Scientific affairs L/OES

N1-059-95-11 / 39	General Extradition Subject Files
N1-059-95-11 / 41	Extradition Country Files - Arranged in alphabetical order by country
N1-059-95-11 / 42	Subject and Country Files (Attorney-Adviser Files)
N1-059-95-11 / 44	Office of Legislation and Management - Subject Files
N1-059-95-11 / 46	Subject Files
N1-059-95-11 / 47	Country Files

Office of Political-Military Affairs (L/PM)
Geographic Offices: African and Near Eastern Affairs; Afghanistan and South Central Asia; East Asia and Pacific Affairs; European and Eurasian Affairs; and Western Hemisphere Affairs.
Office of Diplomatic Law and Litigation (L/DL)
Office of Diplomatic Law and Litigation (L/DL)

N1-059-95-11 / 49	Subject and Country Files
N1-059-95-11 / 15	Subject and Country Files
N1-059-95-11 / 56	Office of Special Function Problems - Privileges and Immunities Files - Arranged by Subject and thereunder by country
N1-059-95-11 / 57	Office of Special Function Problems - Foreign Missions Act Files - arranged by Subject and/or issue

Office of Diplomatic Law and Litigation (L/DL)
Office of United Nations (L/UNA)
Legal Adviser for Nonproliferation and Verification (L/NPV)
Legal Advisor for Nonproliferation and Verification (L/NPV)
Office of Economic, Business and Communications Affairs (L/EB)
Office of Economic, Business and Communications Affairs (L/EB)

N1-059-95-11 / 59	Office of Special Function Problems - Foreign Heads of State Immunity Files - Arranged by name of foreign head of state or subject
N1-059-95-11 / 72/a	Program Files - General Subject and Country Files
N1-059-02-01 / 1/a	Nonproliferation Subject and Country Files
N1-059-01-09 / 1/a	Arms Control and Verification Subject Files
N1-059-95-11 / 25	Subject Files
N1-059-95-11 / 26	Country Files

Geographic Offices: African and Near Eastern Affairs; Afghanistan and South Central Asia; East Asia and Pacific Affairs; European and Eurasian Affairs; and Western Hemisphere Affairs.
Office of Private International Law (L/PIL)
Legal Advisor for Legislation and Foreign Assistance (L/LFA)
Legal Advisor for Nonproliferation and Verification L/NPV

N1-059-95-11 / 17	Organization and Conference Files - Arranged by organization, thereunder by subject, case name or conference date
N1-059-95-11 / 51/b	International Organization Files - Arranged by organization and thereunder by subject
N1-059-08-12 / 1	Subject and Country Files
N1-059-01-09 / 2/a	Treaty Negotiation Files Subject Files

				Geographic Offices: African and Near Eastern Affairs; Afghanistan and South Central Asia; East Asia and Pacific Affairs; European and Eurasian Affairs; and Western Hemisphere Affairs.		N1-059-95-11 / 19/a	General Background/Briefing Books - Master Copy
0002	Case Files-Significant	Permanent. Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.	Cutoff at close of case.	Office of Public Diplomacy and Public Affairs (L/PD)	n/a; new item 2012 fo	N1-059-95-11 / 28	Office of Educational, Cultural and Public Affairs - Case Files
				Office of Consular Affairs (L/CA)		N1-059-95-11 / 20/a	Litigation Case Files
				International Claims and Investigations (L/CID)		N1-059-09-44 / 1/a	Litigation Case Files, North and Central American Free Trade Agreements (NAFTA and CAFTA)
				Office of Human Rights and Refugees (L/HRR)		N1-059-95-11 / 36/c	Litigation Case Files

				Office of Law Enforcement and Intelligence (L/LEI)		N1-059-00-06 / 1/a (N1-059-95-11 / 37/a)	Extradition Case Files
				Office of Law Enforcement and Intelligence (L/LEI)		N1-059-95-11 / 43/a	Litigation Case Files
				Office of United National Affairs (L/UNA)		N1-059-95-11 / 72/b/1	Precedent Case Files
				Office of Political-Military Affairs L/PM		N1-059-95-11 / 50	Litigation Case Files
				All Geographic Offices		N1-059-95-11 / 16	Legal Case Files
				Legal Advisor for Legislation and foreign Assistance L/LFA		N1-059-08-12 / 2	Litigation Case Files
				Legal Advisor for Legislation and foreign Assistance L/NPV		N1-059-02-01 / 2a	Litigation Case Files
0003	Claim Files -	Permanent.	Cut off files on	International	n/a; new item 2012	N1-076-95-03 / 1/a	Iraq/U.S. Claims Files

	Significant	Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.	termination of claim.	Claims and Investigations (L/CID)	forward	N1-076-95-02 / 1/d	U.S./Iran Claims Tribunal Files
						N1-076-95-02 / 1/a	U.S./Iran Claims Tribunal Files - Central Subject Files
						N1-076-95-03 / 1/b	Iraq/U.S. Claims Files b. Claims Files
						N1-076-95-02 / 1/b	U.S./Iran Claims Tribunal Files b. Small Claims
						N1-076-95-02 / 1/c	U.S./Iran Claims Tribunal Files c. Large Claims
				International Claims and Investigations (L/CID)		N1-076-95-03 1/c	Iraq/U.S. Claims Files c. Iraqi Claims Database
0004	Case Files- Non-Significant	Temporary. Destroy no sooner than 1 year but no later than 6 years after case cutoff.	Cut off at close of case.	n/a	n/a; new item 2012 forward	N1-059-95-11 / 20/b	Office of Consular Affairs, Litigation Case Files
						N1-059-95-11 / 5	Office of Buildings and Acquisitions, Litigation Case Files
						N1-059-08-13 / 1/a	Office of Employment Law, Ethics and Employment law case files Eco complaints in EEOC, OFO, and federal court
						N1-059-08-13 / 1/b	Office of Employment Law, Ethics and Employment law case files Merit System Protection board cases. Includes FS and CS

N1-059-08-13 / 1/d	Office of Employment Law, Ethics and Employment Laws Case Files d. Personnel Grievance Cases. Foreign Service Employees (exception from GRS 1, item 30a)
N1-059-08-13 / 1/e	Office of Employment Law, Ethics and Employment Law Case Files e. Unfair Labor Practices and other Union Disputes. Includes: (1) Civil Service Employees; (2) Foreign Service Employees; (3) Union Institutional matters; (4) Investigative Cases.
N1-059-08-13 / 1/f	Office of Employment Law, Ethics and Employment Law Case Files f. Labor Arbitrations
N1-059-08-13 / 1/g	Office of Employment Law, Ethics and Employment Law Case . Touhy Regulation Cases
N1-059-00-06 / 1/b/1	Office of Law Enforcement and Intelligence, Extradition Case Files
N1-059-95-11 / 45	Office of Management, Litigation Case Files - Arranged by case name and number



						N1-059-95-11 / 43/b	Office of Law Enforcement and Intelligence, Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases b. Non-Precedent and Non-Historical Cases.
						N1-059-95-11 / 54	Office of Diplomatic Law and Litigation (Office of Special Function Problems), Litigation Case Files - Arranged by country
						N1-059-95-11 / 55	Office of Diplomatic Law and Litigation (Office of Special Function Problems), Foreign Litigation Case Files
						N1-059-95-11 / 72/b/2	Office of United Nations Affairs, Program File - Case Files - All other cases
0005	Claim Files- Non-Significant	Temporary. Return any source documentation and destroy no sooner than 1 year but no later than 6 years after claim cutoff.	Cut off after close of claim.	n/a	n/a; new item 2012 forward	N1-076-96-02 / 1	Office of International Claims and Investment Disputes, U.S./Iran Claims Tribunal
						N1-059-95-11 / 6	Office of Buildings and Acquisitions, Contract Claims Files

						N1-059-95-11 / 22	Office of International Claims and Investment Disputes, Country Claims Files- Arranged by country and thereunder by subject or case
						N1-059-95-11 / 23	Office of International Claims and Investment Disputes, Subject Claim Files
						N1-059-95-11 / 24/a	Office of International Claims and Investment Disputes, Tort Claims Files - Administrative Claims
						N1-059-95-11 / 24/b	Office of International Claims and Investment Disputes, Tort Claims Files -Litigation Files
						N1-076-10-01 / 1	Office of International Claims and Investment Disputes, Heathrow Arbitration Team (L/HAT: Officer Subject Files
0006	Treaty Files	Permanent. Transfer to the National Archives 25 years after cutoff. Where feasible earlier	Cut off after treaty is no longer in force.	Office of Treaty Affairs L/T	n/a; new item 2012 forward	DAA-0059-2014-0007-0001	Original Treaties and Agreements
						DAA-0059-2014-0007-0002	Treaty and Agreement Background files
						DAA-0059-2014-0007-0006	Depositary Documentation: Original Treaties

0007	Non-Legally-Binding Instruments	Permanent. Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.	Cut off 5 years after agreement becomes effective.	Office of Treaty Affairs L/T	n/a; new item 2012 forward	DAA-0059-2014-0007-0003	Non-Legally-Binding Agreements
0008	General Treaty and Agreement Information Files, UN Registrations, and Depository	Permanent. Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with	Cut off annually.	Office of Treaty Affairs L/T	n/a; new item 2012 forward	N1-059-07-12 / 14	Depository Documentation: Individual Country Files
						N1-059-07-12 / 16	UN Registration Files and Documentation
						N1-059-07-12 / 12	Central subject Matter Files (General Treaty and agreement Information Files)
0009	Treaties in Force Publication	Permanent. Transfer to the National Archives 25 year(s) after cutoff.	Cut off when new publication is issued.	Office of Treaty Affairs L/T		DAA-0059-2014-0007-0005	Treaties in force Publication

0010	Treaty Negotiation Files	Permanent. Transfer to the National Archives 25 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.	Cut off annually.	Office of Treaty Affairs L/T	n/a; new item 2012 forward	DAA-0059-2020-0001 / 0001	Treaty Negotiation Files
0011	Electronic Treaty Database	Permanent. Transfer a snapshot of data to the National Archives upon approval of this schedule, and, thereafter, send a snapshot every 5 years, or sooner if the system is discontinued or if records are migrated to another system that changes the record content.	Create an annual snapshot of the data.	Office of Treaty Affairs L/T	N1-059-09-03 / 1	n/a	Treaty Information Management system (TIMS)
0012	Program Support Files	Temporary. Destroy 6 years after cutoff.	Cut off annually or at the close of a case or claim.	n/a	n/a; new item 2012 forward	N1-059-95-11 / 3/b	Office of the Legal Adviser, Staff Assistant Files - NODIS and EXDIS documents

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N1-059-08-13 / 3	Office of Employment Law, Ethic Subject Files
N1-059-95-11 / 58	Office of Diplomatic Law and Litigation, Diplomatic Tax Files
N1-059-95-11 / 18/b	Geographic Offices, Secretary of State's Briefing Books - extra copies
N1-059-95-11 / 19/b	Geographic Offices, General Background/Briefing Books - extra copies
N1-059-95-11 / 51/a	Office of Private International Law, International organization Files - Administrative Files
N1-059-95-11 / 77	General Working Files (covers all offices except L/CID)
N1-059-95-11 / 74	General Chronological Files (covers all offices except L/LEI)
N1-059-95-11 / 40	LEI, Extradition Chronological Files- copies
N1-059-95-11 / 48	Office of Oceans, International Environmental and Scientific Affairs, Court documents (Separate collection)
N1-059-95-11 / 7	Office of Buildings and Acquisitions, Subject Files

					NC1-059-83-04 / 18	Office of International Claims and Investment Disputes, Legal Bureau Correspondence Control (LX)
					N1-059-03-09 / 1	Office of International Claims and Investment Disputes, Nairobi Bombing Claims forms (SF-95)
					N1-059-08-13 / 4/a	EFD, Nomination Files - Confirmed
					N1-059-08-13 / 4/b	EFD, Nomination Files - Unconfirmed
					N1-059-08-13 / 5	EFD (EMP), Nominations Summary Log
					N1-059-95-11 / 38/a	LEI, Extradition Card File and Computer Database. Card files
					N1-059-95-11 / 38/b	LEI, Extradition card File and Computer Database