

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0019

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 to Monitor and Combat Trafficking-in-Persons

Schedule Subject Consolidated Schedule: Records of the Office to Monitor and Combat Trafficking-in-Persons

Internal agency concurrences will be provided No

Background Information Flexible schedule that consolidates the records of State Department Office to Monitor and Combat Trafficking-in-Person (J/TIP) 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 J/TIP is responsible for combatting modern slavery through the prosecution of traffickers, protection of victims, and prevention of human trafficking by objectively analyzing government efforts and identifying global trends, engaging in and supporting strategic bilateral and multilateral diplomacy, targeting foreign assistance to build sustainable capacity of governments and civil society, advancing the coordination of federal anti-trafficking policies across agencies, managing and leveraging operational resources to achieve strategic priorities, and engaging civil society and the private sector in key partnerships that advance the fight against modern slavery.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 1 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0019

| Sequence Number | |
|-----------------|--|
| 1 | Program Records Disposition Authority Number: DAA-0059-2019-0019-0001 |
| 2 | Working Files Disposition Authority Number: DAA-0059-2019-0019-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="345 380 597 411">Program Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2019-0019-0001</p> <p data-bbox="345 485 1479 905">Records documenting the development, formulation, and implementation of J/TIP programs, projects, policies, and initiatives to combat human trafficking by engaging with foreign governments, international and inter-governmental organizations, non-governmental organizations (NGOs), and the private sector. These records include, but are not limited to, country files maintained to prepare annual report; formal reports and publications (including the Annual Trafficking in Persons (TIP) report), Congressional inquiries and responses; foreign assistance program files; international and multilateral negotiations; cooperative agreements; interagency agreements; Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs); public engagement and awareness files; and other related subjects.</p> <p data-bbox="345 926 922 957">Final Disposition Permanent</p> <p data-bbox="345 978 849 1010">Item Status Active</p> <p data-bbox="345 1031 816 1062">Is this item media neutral? Yes</p> <p data-bbox="345 1083 805 1209">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1251 659 1283">Disposition Instruction</p> <p data-bbox="345 1304 1455 1335">Cutoff Instruction Cut-off at the end of calendar year of final action.</p> <p data-bbox="345 1356 1455 1430">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p data-bbox="345 1472 654 1503">Additional Information</p> <p data-bbox="345 1524 833 1556">First year of records accumulation 2012</p> <p data-bbox="345 1577 1044 1671">What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012</p> <p data-bbox="345 1692 963 1787">How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> |
| 2 | <p data-bbox="345 1881 540 1913">Working Files</p> |

Disposition Authority Number **DAA-0059-2019-0019-0002**

Records consists of drafts that do not contain unique information, supporting documentation, background materials, and other documentation not used to prepare TIP report, copies of documents used to monitor the progress of each year annual reports, and supplemental copies of reports and publications.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are exclusively electronic.**

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

Retention Period **Destroy when 3 years old.**

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 |
|------------|------------------------|------------------|---|---|
| 09/27/2019 | Certify | Timothy Kootz | Agency Records Officer | Bureau of Administration - Records and Archives Management Division A GIS IPS RA |
| 08/24/2020 | Submit for Concurrency | Sean Curry | Senior Appraisal Archivist | National Archives and Records Administration - Agency Services |
| 09/01/2020 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/03/2020 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 09/03/2020 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |

| DAA-0059-2019-0019 CROSSWALK | | | | | | | |
|------------------------------|-----------------|--|--|---|----------------------------|------------------------------------|---|
| 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 Records | Permanent. Transfer to the National Archives 25 years after cut-off. | Cut-off at the end of calendar year of final action. | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 1 | Country Files |
| | | | | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 3 | Congressional Liaison Files |
| | | | | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 4 | Program Files |
| | | | | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 5/a | Annual Reports/Publications |
| | | | | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 4; N1-059-06-03 / 3 | Program Files: International and multilateral negotiations and agreements; Congressional Liaison Files: Public Engagement and Awareness |
| | | | | J/TIP | N/A; New Item 2012 forward | N1-059-06-03 / 4 | Program Files: Public engagement and awareness |
| 0002 | Working Files | Temporary. Destroy when 3 years old | N/A | N/A | N/A; New Item 2012 forward | N1-059-06-03 / 2 | Senior Coordinator Reference File |
| | | | | N/A | N/A; New Item 2012 forward | N1-059-06-03 / 5/b | Annual Reports/Publications - Other copies |