

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>Program Records</p> <p>Disposition Authority Number DAA-0059-2019-0019-0001</p> <p>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>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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of calendar year of final action.</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 1 Years</p>
2	<p>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 Concurrence	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