

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0001

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

Minor Subdivision Office of Treaty Affairs

Schedule Subject Treaty Negotiation Files

Internal agency concurrences will
be provided No

Background Information Records containing information relating to the official activities of the Office of Treaty Affairs, which advises the Department and other U.S. government agencies on all aspects of treaty law and practice, as well as provides guidance and assistance in the authorization, drafting, negotiation, application, and interpretation of international agreements. Oversees compliance with the Circular 175 procedure by which the Secretary of State authorizes the negotiation and conclusion of U.S. international agreements. Reviews the transmittal of treaties to the Senate for advice and consent to ratification. Responsible for registering international agreements with the UN and serving as depositary for numerous multilateral treaties.

This schedule applies to records dated 1940-2011 (bulk pre-2008). This schedule does not supersede existing records schedules for the Bureau.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0059-2020-0001

Sequence Number

1	Treaty Negotiation Files not leading to Treaty or Agreement Disposition Authority Number: DAA-0059-2020-0001-0001
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Records Schedule Items

Sequence Number											
1	<p>Treaty Negotiation Files not leading to Treaty or Agreement</p> <p>Disposition Authority Number DAA-0059-2020-0001-0001</p> <p>Proposed treaties and other international agreements of the United States which did not lead to a treaty or agreement. Arranged alphabetically by subject, or chronologically by negotiation round. Records include, but are not limited to, discussions to cooperate on certain matters between governments, 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.</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 close of treaty or agreement negotiations.</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>What will be the date span of the initial transfer of records to the National Archives? From 1940 To 1995</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Much of this collection will be eligible for transfer upon signature of the schedule (1995 and earlier); other records will become eligible annually.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>65 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	65 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	65 Cubic feet										

Microform		
Hardcopy or Analog Special Media		

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
12/20/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
02/12/2020	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
03/25/2020	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
04/07/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
06/24/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
06/24/2020	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/24/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
07/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
07/06/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist