

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0011
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 Legislative Affairs
Schedule Subject Consolidated Schedule: Records of the Bureau of Legislative Affairs
Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of Legislative Affairs. This schedule 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 Legislative Affairs (H) coordinates legislative activity for the Department of State and advises the Secretary, the Deputy, as well as the Under Secretaries and Assistant Secretaries on legislative strategy. H facilitates effective communication between State Department officials and the Members of Congress and their staffs. H works closely with authorizing, appropriations, and oversight committees of the House and Senate, as well as with individual Members that have an interest in State Department or foreign policy issues.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2020-0011

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2020-0011-0001
2	Coordination Files Disposition Authority Number: DAA-0059-2020-0011-0002
3	Legislative Travel-Related Records Disposition Authority Number: DAA-0059-2020-0011-0003

Records Schedule Items

Sequence Number	
1	<p>Program Files</p> <p>Disposition Authority Number DAA-0059-2020-0011-0001</p> <p>Documents containing information on legislative issues involving the Department and Congress. Includes, but is not limited to, files maintained for Deputy Assistant Secretaries such as briefing materials, notes, speeches and statements, newspaper clippings, and cables on substantive issues to the Department; budget estimates, justifications, spend plans, allotments and allowances that relate to the formulation of the budget and allocation of appropriations; and policies developed by the Bureau relative to department-wide interactions with Congress.</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 Cutoff at the end of the calendar year or final action.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cut-off</p> <p>Additional Information</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 12 Months</p>
2	<p>Coordination Files</p> <p>Disposition Authority Number DAA-0059-2020-0011-0002</p> <p>Records that document the interaction between the Legislative Branch and all offices within the State Department, such as incoming and outgoing advice and information regarding legislative activities. They include, but are not limited to: requests and delivery of internal reports to the senior officials, offices and bureaus;</p>

requests and delivery of external reports and correspondence to Congress and other governing legislations; nominations and confirmations; Congressional inquiries requiring administrative action and tasking such as Questions for the Record (QFR), Information for the Record (IFR) and special investigations; testimonies, briefings, hearings/transcripts; executive orders, proclamations; White House tours, tracking system, calendars, notes, background information, memos, recommendations and 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? No

Disposition Instruction

Cutoff Instruction Cut off files at end of action.

Retention Period Destroy no sooner than 3 years, but no later than 5 years, after cutoff.

Additional Information

GAO Approval Not Required

Legislative Travel-Related Records

Disposition Authority Number DAA-0059-2020-0011-0003

Records documenting planning and coordination of travel of Members of Congress and staff delegates to overseas posts. These records include, but are not limited to, government travel requests (GTRs), itineraries, travel and financial arrangements, cables to and from posts, funding authority, agenda, travel lists identifying Codels and staff delegates with locations, authorization letter, copies of travel advancements, background information on policies, procedures, legal aspects and budget issues for the Congressional travel program, electronic database identifying who, when, where and why, and correspondence pertaining to travel of Members of Congress. Files are arranged chronologically.

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? No

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GRS or Superseded Authority Citation	GRS 1.1 / 010
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of final action (such as final payment).
Retention Period	Destroy 6 years after cutoff, or when no longer needed, whichever is later.
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
12/20/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
01/07/2022	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/07/2022	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
02/07/2022	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
04/22/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
04/27/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/27/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

DAA-0059-2020-0011: Bureau of Legislative Affairs							
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD, PERMANENT RECORDS ONLY	SUPERSEDED AUTHORITY	Related Series	RELATED SERIES TITLE
0001	Program Files	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at the end of the calendar year or after final action.	Appropriations Unit-Senate	N/A; new item, 2012-forward	N1-059-93-39 / 1	Office of Budget and Appropriations - Program Files
				Appropriations Unit-House			
				Executive / Front Office - Deputy Assistant Secretary		N1-059-93-40 / 2	Subject Files
0002	Coordination Files	Temporary. Destroy between 3 and 5 years after cutoff.	Cutoff annually or at end of action.		N/A; new item, 2012-forward	N1-059-93-40 / 4	Upcoming Activity Reports
						N1-059-93-40 / 5	Daily Legislative Reports
						N1-059-93-40 / 6	Guest list file
						N1-059-93-40 / 9	Staff Meeting Agenda
						N1-059-93-40 / 10	Cabinet Council Report
						N1-059-93-40 / 11	National Security Affairs Calendar
						N1-059-93-40 / 12	Night Notes
						N1-059-95-08 / 2	Special Collections
						N1-059-93-37 / 2	Briefings File
						N1-059-93-37 / 3	Weekly Legislative Highlights to the
N1-059-93-38 / 2	White House Tours						
N1-059-93-38 / 3	Nominations Unit - Nominations						

N1-059-93-38 / 4	Nominations Unit - Biographic file
N1-059-93-38 / 5	Congressional Inquiries requiring administrative action
N1-059-93-38 / 6	Weekly Correspondence Report
N1-059-93-38 / 7	Hearings/Transcripts File
N1-059-93-38 / 8	Published Hearings
N1-059-93-38 / 9/a/1	Legislation, Executive Orders and Proclamations Clearances a. comments and clearances submitted by bureaus on legislation. Submissions with comments
N1-059-93-38 / 9/a/2	Legislation, Executive Orders and Proclamations Clearances a. comments and clearances submitted by bureaus on legislation. Submissions with no comments

						N1-059-94-01 / 1	Legislation, Executive Orders and Proclamations Clearances c. Legislative Tracking system.
						N1-059-93-38 / 11	Congressionally Mandated Reports
						N1-059-93-38 / 12	Congressional Correspondence
0003	Legislative Travel-Related Records	Temporary. Destroy 6 years after cutoff, or when no longer needed, whichever is later.	Cutoff at the end of final action (such as final payment)		GRS 1.1, item 010; 2012-forward	N1-059-93-38 / 13	Legislative Travel Unit - Travel Arrangements
						N1-059-93-38 / 14	Legislative Travel Unit - Financial Records
						N1-059-93-38 / 15	Legislative Travel Unit - Travel List
						N1-059-93-38 / 16	Legislative Travel Unit - travel Advancement
						N1-059-93-38 / 17	Legislative Travel Unit - government Travel Request (GTR)
						N1-059-93-38 / 18	Legislative Travel Unit - Electronic Record of Travel
						N1-059-93-38 / 19	Legislative Travel Unit - Historical Records
						N1-059-93-38 / 20	Legislative Travel Unit - Chronological Files