

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0014

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 Under Secretary for Management

Minor Subdivision Office of Fine Arts (M/FA)

Schedule Subject Consolidated Schedule: Records of the Office of Fine Arts (M/FA)

Internal agency concurrences will be provided No

Background Information This is a flexible schedule that consolidates the records of the Office of Fine Arts (M/FA). This schedule does not supersede existing records schedules from the Bureau. Crosswalk with additional detail is attached to the schedule.

The Office of Fine Arts provides elegant and historically evocative rooms within which American and foreign leaders can establish friendships, exchange ideas, and tend to the aspirations and afflictions of a dynamic world. This records schedule documents the activities of M/FA in managing the historic collections of fine and decorative arts, historical cultural artifacts, rare books, and other archival materials in the Diplomatic Reception Rooms and Blair House.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	4	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2020-0014

Sequence Number	
1	Committee Records (Non-FACA) Disposition Authority Number: DAA-0059-2020-0014-0001
2	Publications and Significant Special Media Records Disposition Authority Number: DAA-0059-2020-0014-0002
3	Objects Case Files Disposition Authority Number: DAA-0059-2020-0014-0003
4	Museum Operations and Program Support Files Disposition Authority Number: DAA-0059-2020-0014-0004
5	Significant Photographic Materials Documenting Diplomatic Reception Rooms and Blair House Structures and Collections [Closed series] Disposition Authority Number: DAA-0059-2020-0014-0005
6	Significant Diplomatic Reception Room and Blair House Building Drawings and Specifications [Closed series] Disposition Authority Number: DAA-0059-2020-0014-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 812 411">Committee Records (Non-FACA)</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2020-0014-0001</p> <p data-bbox="345 485 1484 1283">Records documenting the activities of the Fine Arts Committee and all other committees, subcommittees, or subgroups that assist with carrying out the responsibility of furnishing and preserving the Diplomatic Reception Rooms. The records include, but are not limited to, original charter, renewal and amended charters, bylaws, organization charts, functional statements, directives or memorandums, and other materials (including correspondence) that document the organization and functions of the committee and its components; policy and procedure issuances including directives, circulars, manuals, handbooks, and notices; meeting agendas, attendee lists, briefing books, minutes, meeting summaries, testimony, transcripts of meetings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed; accomplishments, including the annual or semiannual reports; final reports and studies; approved recommendations, standards, and plans; detailed speakers notes for speeches and presentations to outside groups and any associated visual presentations; publications such as pamphlets, brochures, and posters; photographs documenting membership and activities listed above; and news releases. Exclusion: This item does not include Federal Advisory Committee Act (FACA) Records, or records in the legal custody of the Fund for the Endowment of the Diplomatic Reception Rooms at the U.S. Department of State or the Blair House Restoration Fund which are section 501(c)(3), non-governmental organizations that are not subject to the Federal Records Act.</p> <p data-bbox="345 1304 919 1335">Final Disposition Permanent</p> <p data-bbox="345 1356 849 1388">Item Status Active</p> <p data-bbox="345 1409 818 1440">Is this item media neutral? Yes</p> <p data-bbox="345 1461 818 1587">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1608 805 1703">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1734 659 1766">Disposition Instruction</p> <p data-bbox="345 1797 1243 1829">Cutoff Instruction Cutoff at the end of calendar year.</p> <p data-bbox="345 1850 1455 1923">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff</p>

Additional Information

First year of records accumulation **1961**

What will be the date span of the initial transfer of records to the National Archives? **From 1961 To 1996**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	2 MB
Paper	15 Cubic feet	.17 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

Publications and Significant Special Media Records

Disposition Authority Number **DAA-0059-2020-0014-0002**

Records include copies of official government publications and records used in creating these publications, as well as special media records that document the collections, interiors, and exteriors of the Diplomatic Reception Rooms and Blair House, significant restoration and renovation projects, ground breaking or dedication, milestones, anniversary, exhibit opening events, or other event attended by elected and appointed officials and senior leader, celebrity, or expert publicly recognized outside of their field of expertise.

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 at the end of calendar year published or printed or produced, or after final action.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1971

What will be the date span of the initial transfer of records to the National Archives? From 1971 To 2006

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	200 MB
Paper		
Microform		
Hardcopy or Analog Special Media	12	

3

Objects Case Files

Disposition Authority Number DAA-0059-2020-0014-0003

Artifact case files representing the collections of furniture, fine and decorative arts, and artifacts from the 18th through the 20th centuries that furnish the Diplomatic Reception Rooms and Blair House. Records include, but are not limited to, memorandums, contracts, statement of ownership, deeds of gift, photographs, and correspondence which support the administration of the collections including acquisition and provenance, conservation, vetting, use, and deaccession.

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

4

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

Yes

Disposition Instruction

Retention Period

Retain case files for as long as needed for provenance purposes. Donate case files with object upon deaccessioning or destroy after object has been deaccessioned.

Additional Information

GAO Approval

Not Required

Museum Operations and Program Support Files

Disposition Authority Number DAA-0059-2020-0014-0004

Records documenting the museum operations and the administrative and facilitative activities of the Office of Fine Arts and the Fine Arts Committee. Records include, but are not limited to, planning and implementing outreach and publications; education initiatives; public lectures; planning, designing and installing exhibits; tracking acquisitions of objects and gifts made to the Diplomatic Reception Rooms and Blair House; consultation on major and minor restoration, renovation, and maintenance projects for the Diplomatic Reception Rooms and Blair House facilities; membership vetting and reporting; photographic and moving images of non-significant persons, events, or subjects, or photographs lacking adequate captioning, having technical deficiencies, or having coverage in excess of what is required for adequate and proper documentation; drafts of records including but not limited to reports, studies, speeches, testimony, publications that are circulated for review or other action and do not include substantive changes or edits; non-substantive Fine Arts Committee records, including, but not limited to, routine, administrative correspondence and membership information, and copies of records made available via a web site.

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?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff at the end of calendar year or final action.

5

Retention Period	Destroy 20 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
Significant Photographic Materials Documenting Diplomatic Reception Rooms and Blair House Structures and Collections [Closed series]	
Disposition Authority Number	DAA-0059-2020-0014-0005
<p>This series covers records from 1940-1990 that document major restoration and renovation projects for the DRR during the 1960s and 1970s, and those for BH in the 1940s, 1960s, and 1980s. Records include analog photographs (prints, negatives, contact sheets, slides, transparencies) and digital photographs documenting the physical features and evolution of Diplomatic Reception Rooms (DRR) and Blair House (BH) facilities--rooms, furnishings, objects and artwork, facades, exterior grounds and gardens--as well as events held in those settings. Included are photos compiled for potential use in Office of Fine Arts publications and online presentations; photos compiled in the course of systematic collection surveys; photos of events, such as those honoring donors, hosted by State dignitaries; and photos, including before-and-after imagery of the aforementioned restoration/renovation projects.</p>	
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	
Transfer to the National Archives for Accessioning	Transfer all files on hand, along with any related finding aids, to NARA immediately upon approval of this schedule.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 1940 To 1990
How frequently will your agency transfer these records to the National Archives?	Unknown One time transfer

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	6	

6

Significant Diplomatic Reception Room and Blair House Building Drawings and Specifications [Closed series]

Disposition Authority Number **DAA-0059-2020-0014-0006**

This series cover records from 1962 to 1989 and contains records related to the design, construction, and renovation of the Diplomatic Reception Rooms and Blair House. It includes drawings and specifications that document the design, construction, restoration or rehabilitation of buildings and long-term structures considered historically, architecturally, or technologically significant. These significant buildings consist of structures designed to serve a major activity of an agency as well as buildings reflecting a distinctive architectural style or a standard design used for multiple buildings. Specific categories and types of drawings consist of architectural and structural drawings, including site plan, floor plans, interior and exterior elevations, sections, ornamental and structural plans, final working drawings and as-built drawings.

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

Transfer to the National Archives for Accessioning **Transfer all files on hand, along with any related finding aids, to NARA immediately upon approval of this schedule.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1962 To 1989**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time transfer**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	2	

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
09/29/2020	Return for Revision	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - RD-F Special Access/FOIA Staff
10/02/2020	Submit For Certification	Dionne Batson	Records and Information Management Specialist	Bureau of Administration - Records and Archives Management Division
08/02/2021	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
09/13/2022	Submit for Concurrence	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
09/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

NARA Crosswalk for DAA-0059-2020-0014

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	Records Series	Disposition	SERIES LEVEL CUTOFF (WHERE APPLICABLE)	OFFICE OF RECORD FOR PERMANENT RECORDS	SUPERSEDED AUTHORITY	Disposition Authority	Record Series
0001	Committee Records (Non-FACA)	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at end of calendar year.	Office of Fine Arts (M/FA)	N/A New Item	N/A New Item	N/A New Item
0002	Publications and Significant Special Media Records	Permanent. Transfer to the National Archives 15 year(s) after cutoff	Cutoff at the end of calendar year published or printed or produced, or after final action.	Office of Fine Arts (M/FA)	N/A New Item	N/A New Item	N/A New Item
0003	Objects Case Files	Temporary. Donate case files with object upon deaccessioning or destroy after object has been deaccessioned.	Retain case files for as long as needed for provenance purposes. Donate case files with object upon deaccessioning or destroy after object has been deaccessioned.	N/A	N/A New Item	N/A New Item	N/A New Item
0004	Museum Operations and Program Support Files	Temporary. Destroy 20 year(s) after cutoff	Cutoff at the end of calendar year or final action.	N/A	N/A New Item	N/A New Item	N/A New Item

0005	Significant Photographic Materials Documenting Diplomatic Reception Rooms and Blair House Structures and Collections [Closed series]	Permanent. Transfer all files on hand, along with any related finding aids, to NARA immediately upon approval of this schedule.	Applies to records dated 1940-1990.	Office of Fine Arts (M/FA)	N/A New Item	N/A New Item	N/A New Item
0006	Significant Diplomatic Reception Room and Blair House Building Drawings and Specifications [Closed series]	Permanent. Transfer all files on hand, along with any related finding aids, to NARA immediately upon approval of this schedule.	Applies to records dated 1962-1989.	Office of Fine Arts (M/FA)	N/A New Item	N/A New Item	N/A New Item