

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0020

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 Executive Secretariat

Schedule Subject Consolidated Schedule: Records of the Office of the Executive Secretariat (S/ES)

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Office of the Executive Secretariat and applies to records 2012 and forward, unless otherwise noted. This schedule does not supersede existing records schedules for the Office. Crosswalk with additional detail is attached to the schedule.

The Office of the Executive Secretariat (S/ES), comprised of the Executive Secretary, Deputy Executive Secretaries, and their staff, is responsible for coordination of the work of the Department internally; serving as the liaison between the Department's bureaus and the offices of the Secretary, Deputy Secretary, Counselor, and Under Secretaries; handling the Department's relations with the White House, National Security Council, and other Cabinet agencies.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	3	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2020-0020

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2020-0020-0001
2	Transition Master Files Disposition Authority Number: DAA-0059-2020-0020-0002
3	Department Level Task Force/Monitoring Group Files Disposition Authority Number: DAA-0059-2020-0020-0003
4	General Subject Files Disposition Authority Number: DAA-0059-2020-0020-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 548 411">Program Files</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0059-2020-0020-0001</p> <p data-bbox="342 485 1513 1094">Records documenting the mission activities of the Office of the Executive Secretariat related to coordinating materials submitted by all Department bureaus and offices for the attention of other Department Principals; maintaining the Department's official historical records; advancing the Secretary's official domestic and international trips by managing the Secretary's travel schedule and arranging the logistics for Secretary visits; managing the Secretary's and the Department's communications and Crisis Management Center, to include but not limited to, 24-hour monitoring of world events; facilitating communication between the Department and interagency recipients; coordinating the Department's crisis preparation and response activities, monitoring groups, overseas risk evaluation, and other crisis-related activities. These records include, but are not limited to, the Operations Center daily 24-hour logs concerning all actions taken including requests for assistance, notification of Department Officers, White House or other agencies concerning incidents, events, etc.; all formal summaries and memos by the Office for external audiences; and evacuation reports concerning evacuations of overseas posts.</p> <p data-bbox="342 1115 922 1146">Final Disposition Permanent</p> <p data-bbox="342 1167 850 1199">Item Status Active</p> <p data-bbox="342 1220 818 1251">Is this item media neutral? Yes</p> <p data-bbox="342 1272 805 1398">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="342 1440 662 1472">Disposition Instruction</p> <p data-bbox="342 1493 1487 1566">Cutoff Instruction Cut off files at the end of the calendar year or when final action occurs.</p> <p data-bbox="342 1587 1455 1661">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p data-bbox="342 1703 656 1734">Additional Information</p> <p data-bbox="342 1755 837 1787">First year of records accumulation 2012</p> <p data-bbox="342 1808 1045 1902">What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2012</p>

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

Transition Master Files

Disposition Authority Number **DAA-0059-2020-0020-0002**

Records arranged by subject or the type of records to include, but not limited to, background and briefing materials, memorandums, correspondence, notes, cables, reports, memorandums of conversation, reports, studies, and related documentation.

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of the transition period.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff.**

Additional Information

First year of records accumulation **2012**

What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**

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

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Department Level Task Force/Monitoring Group Files

Disposition Authority Number **DAA-0059-2020-0020-0003**

Department Level Task Force or Monitoring Group correspondence related to responding to a critical operational event established by agency authority (not established by Executive Order or Public Law) related to the agency's mission, composed of full-time officers or employees of the Federal Government, and not subject to the Federal Advisory Committee Act, such as committees tasked with reviewing or analyzing policy, studying and recommending reorganizations, or

recommending new actions. Also included are Task Forces and Monitoring Groups appointed for special tasks that do not fall in other identifiable functional areas. These records include, but is not limited to, situation reports, logs, schedules, call notes, cables, e-mail, and memoranda; other publications produced by the group; and substantive drafts of the final report and research materials.

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? No

Disposition Instruction

Cutoff Instruction Cut off files after the formal conclusion or suspension of a Task Force or Monitoring Group.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

First year of records accumulation 1976

What will be the date span of the initial transfer of records to the National Archives? From 1976 To 1995

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

General Subject Files

Disposition Authority Number DAA-0059-2020-0020-0004

Records documenting the administrative activities related to all aspects of crisis response and preparedness, to include but not limited to, correspondence, reports and other supporting documentation.

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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Disposition Instruction

Retention Period

Destroy when five (5) year 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
12/20/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
10/15/2020	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/16/2020	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
10/19/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
12/28/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/08/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/11/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NARA Crosswalk for DAA-0059-2020-0020

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 Files	Permanent	Cut off files at the end of the calendar year or after final action. Transfer to the National Archives when 25 years old.	Operations Center	n/a; new item, 2012-forward.	NC1-059-81-06/ 5	Operation Center Watch Log
						Unscheduled	Operations Center formal memos and summaries
						Unscheduled	Senior Committee for Overseas Risk Evaluation (SCORE) and future equivalents
						Unscheduled	Committee for Overseas Risk Evaluation (CORE) and future equivalents
0002	Transition Master Files	Permanent	Cut off files after the formal conclusion or suspension of a Task Force or Monitoring Group. Transfer to the National Archives 25 years after cutoff.	Records and Information Management Division	n/a; new item, 2012-forward.	N1-059-00-04/1	Transition Master Files
0003	Department Level Task Force/Monitoring Group Files	Permanent	Cut off files after conclusion or suspension of Task Force or Monitoring Group. Transfer to the National Archives 25 years after cutoff.	Operations Center	n/a; new item, 1976-forward.	Unscheduled	Department Level Task Force/Monitoring Group Files
0004	General Subject Files	Temporary	Destroy when 5 years old.		n/a; new item, 2012-forward.	NN-171-120/12	General Subject Files