

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0022

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 Population Refugees, and Migration (PRM)

Schedule Subject Consolidated Schedule: Records of the Bureau of Population, Refugees, and Migration (PRM)

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Bureau of Population, Refugees, and Migration and applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Office. Crosswalk with additional detail is attached to the schedule.

The Bureau of Population Refugees, and Migration promotes U.S. interests by providing protection, easing suffering, and resolving the plight of persecuted and forcibly displaced people around the world. We do this by coordinating humanitarian policy and diplomacy, providing life-sustaining assistance, working with multilateral organizations to build global partnerships, and promoting best practices in humanitarian response.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0059-2020-0022

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2020-0022-0001
2	Review Committee Records Disposition Authority Number: DAA-0059-2020-0022-0002
3	Financial and Logistics Files: United Nations Fund for Population Activities (UNFP A) Files Disposition Authority Number: DAA-0059-2020-0022-0003
4	Financial and Logistics Files: International Development Files Disposition Authority Number: DAA-0059-2020-0022-0004
5	Refugee Processing Records Disposition Authority Number: DAA-0059-2020-0022-0005
6	Administrative and Support Files Disposition Authority Number: DAA-0059-2020-0022-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 545 411">Program Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2020-0022-0001</p> <p data-bbox="345 485 1523 1472">All records related to the development, general implementation, and impact of the Bureau of Population, Refugees, and Migration (PRM) mission. This includes records documenting international development and United Nations Population Fund (UNFPA) policy; coordinating interdepartmental activities related to evaluating U.S. population, refugee, and migration policies and programs; determining the level of U.S. contributions to international organizations for humanitarian assistance and protection and reviewing their activities to ensure effective use of U.S. funds; directing programs for admission to the United States; overseeing efforts to encourage greater participation in refugee assistance and resettlement on the part of foreign governments; leading the Department's response to humanitarian crises; guiding the activities of refugee assistance offices at U.S. diplomatic missions and of U.S. missions to international organizations; coordinating and conducting relations with other departments and agencies, international organizations and committees; and working with partners to ensure transition from relief to development. These records include, but are not limited to: • Correspondence, memoranda, and cables related to all of the above duties of PRM; • Bureau mission-related policies; • Testimonies and briefing papers, for hearings and other formal purposes; • Executive summaries, including those related to program impacts and evaluations; • Formal program-related agreements; • Formal reports and publications, related to program goals and execution, including those related to specific voluntary agencies and internal organizations in specific countries as well as refugee statistics; • Briefing books prepared for meetings, congressional appearances, conferences, and other occasions; • Speeches and statements related to PRM mission and duties. Background material, such as drafts and working papers, affiliated with these documents are also included within this item, and will be affiliated with the related records.</p> <p data-bbox="345 1493 919 1524">Final Disposition Permanent</p> <p data-bbox="345 1545 849 1577">Item Status Active</p> <p data-bbox="345 1598 818 1629">Is this item media neutral? Yes</p> <p data-bbox="345 1650 805 1776">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="345 1818 659 1850">Disposition Instruction</p> <p data-bbox="345 1871 1487 1946">Cutoff Instruction Cut off files at the end of the calendar year or when final action occurs.</p>

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

2

Review Committee Records

Disposition Authority Number DAA-0059-2020-0022-0002

Records of the Policy and Program Review Committee (PPRC), or future equivalent. Includes minutes, agendas, and decisions. PPRC covers multiple PRM program aspects, including those related to funding.

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 Cutoff at the end of the calendar year.

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

3

Financial and Logistics Files: United Nations Fund for Population Activities (UNFPA) Files

Disposition Authority Number DAA-0059-2020-0022-0003

Logistical and financial records related to the general day-to-day operations to providing other countries with assistance through support projects and programs; planning for the promotion of economic development and human rights; establishing family planning programs, and providing support services, and technical assistance. These files include, but are not limited, to copies of financial records related to funding projects and grants; questionnaires; fund assessments; proposed studies; UNFPA activity reviews, inter-country activities, and other related documents; draft resolutions, and U.S. preparatory documents.

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? No

Disposition Instruction

Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

4

Financial and Logistics Files: International Development Files

Disposition Authority Number DAA-0059-2020-0022-0004

Logistical and financial records related to the general day-to-day operations of to the U.S. Government funding of foreign aid programs in developing countries around the world. Records include, but are not limited to, correspondence relating to the appropriation of federal funds, planning for population activities, congressional foreign aid assistance, and population aid proposals.

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

5	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy 15 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Refugee Processing Records	
	Disposition Authority Number	DAA-0059-2020-0022-0005
	Currently called the Worldwide Refugee Admissions Processing System (WRAPS). Includes case files used to manage the refugee applicant admissions program through the various stages, including the application / intake, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival. Item includes the Master File of an electronic case file management system. NOTE: individual case files are transferred to DHS for processing; this system represents the records that remain the responsibility of the State Department.	
	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	Cutoff at the end of final action, such as refugee's arrival in the United States.	
Retention Period	Destroy 15 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
6	Administrative and Support Files	
	Disposition Authority Number	DAA-0059-2020-0022-0006
	Administrative and support records not covered by other disposition authorities, including subject, operation, and country files used primary for reference support.	
	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? **No**

Disposition Instruction

Retention Period **Destroy between 3 year(s) and 5 year(s) after cutoff**

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
02/20/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/27/2022	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
08/09/2022	Submit For Certification	Dionne Batson	Records and Information Management Specialist	Bureau of Administration - Records and Archives Management Division
09/20/2022	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
02/07/2023	Submit for Concurrence	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
02/08/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

Executive Summary

Summary

The Department of State, Bureau of Population, Refugees, and Migration, requests disposition authority for their program records. Proposed for permanent retention are program files which document office policy and mission, and records of the formal review committee which makes funding policy and implementation decisions. These records have permanent value because they have high potential research value and document significant actions of federal officials. Proposed for temporary retention are support and administrative records, financial records, and refugee processing records. These records have temporary value because they are administrative in nature or are captured elsewhere in permanent records; for example, refugee processing records are turned over to the Department of Homeland Security for further action.

Permanent Item Numbers	0001, 0002
Federal Register Notice	Required
Publication Date	2022-12-21
Copies Requested	0
Comments Received	0

MDS 02/07/2023

CROSSWALK, DAA-0059-2020-0022 - Bureau of Population, Refugees, and Migration (PRM)

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	Program Files	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at the end of the calendar year.	Bureau Wide: Deputy Assistant Secretary; Office of Policy and Resource Planning; Office of Multilateral Coordination and External Relations; Office of Refugee Admissions; Office of Population and International Migration; Office of Assistance for Africa; Office of Assistance for Europe, Central Asia and the Americas; Office of Assistance for Asia and Near East; Office of the Comptroller; Office of the Executive Director	n/a; new Item 2012 forward	N1-059-95-23/1a (partial; records also filed in DAA-0059-2019-0001)	Subject/Organization/Country Files: Policy and Procedural Files				
			Cutoff at the end of the calendar year of publication.	Bureau Wide: Deputy Assistant Secretary; Office of Policy and Resource Planning; Office of Multilateral Coordination and External Relations; Office of Refugee Admissions; Office of Population and International Migration; Office of Assistance for Africa; Office of Assistance for Europe, Central Asia and the Americas; Office of Assistance for Asia and Near East; Office of the Comptroller; Office of the Executive Director	n/a; new Item 2012 forward			N1-059-95-23/3a (partial; records also filed with DAA-0059-2019-0001)	Reports, Publications, and Printed and Processed Material: master set		
			Cutoff at the end of the calendar year of publication.	Office of the Executive Director	n/a; new Item 2012 forward					N1-059-95-23/6a	Refugee Admission Statistics-Reporting: South East Asian Refugees
			Cutoff at the end of the calendar year of publication.		n/a; new Item 2012 forward					N1-059-95-23/6b	Refugee Admission Statistics-Reporting: World Wide Refugees (all others)
			Cutoff at the end of the calendar year of publication.	Office of Refugee Admissions	n/a; new Item 2012 forward					N1-059-08-03/2	Reception and Placement (R and P) Program Voluntary Agency and Affiliate Monitoring Reports
			Cutoff at the end of the calendar year.	Office of Population and International Migration (PRM/PIM)	n/a; new Item 2012 forward					N1-059-88-36/1b	Policy File: Reaffirmation of U.S. Policy
			Cutoff at the end of the calendar year.		n/a; new Item 2012 forward					N1-059-88-36/2	Country Files
			Cutoff at the end of the calendar year.		n/a; new Item 2012 forward					N1-059-88-36/5	National Security File
			Cutoff at the end of the calendar year.		n/a; new Item 2012 forward					N1-059-88-36/6a	Trip Reports: Internal
			Cutoff at the end of the calendar year.		n/a; new Item 2012 forward					N1-059-88-36/7	Hearings File

Bureau of Population, Refugees, and Migration (PRM)

0002	Review Committee Records	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at the end of the calendar year.	Policy and Program Review Committee (PPRC)	n/a; new Item 2012 forward	N1-059-95-23/1a	Subject/Organization/Country Files: Policy and Procedural Files
0003	Financial and Logistics Files: UN Fund for Population Activities (UNFPA) Files	Temporary. Destroy 20 years after cutoff.			n/a; new Item 2012 forward	N1-059-88-36/3a	UN Fund for Population Activities
					n/a; new Item 2012 forward	N1-059-88-36/3b	UN Fund for Population Activities: International meetings and conferences
0004	Financial and Logistics Files: International Development Files	Temporary. Destroy 15 years after cutoff.			n/a; new Item 2012 forward	N1-059-88-36/4	International Development Files
0005	Refugee Processing Records	Temporary. Destroy 15 years after cutoff.			n/a; new Item 2012 forward	N1-059-08-03/3b	Worldwide Refugee Admissions Processing System (WRAPS): Master File
						N1-059-08-03/3b	Worldwide Refugee Admissions Processing System (WRAPS): Individual Case Files
0006	Support and Administrative Files	Temporary. Destroy no sooner than 3 years after cutoff, but no later than 5 years after cutoff.			n/a; new Item 2012 forward	N1-059-95-23/1b	Subject/Organization/Country Files Administrative and Operational files
					n/a; new Item 2012 forward	N1-059-08-03/1	Proposal Process Files
					n/a; new Item 2012 forward	N1-059-88-36/1a	Policy File: Laws and mandates dictating international population policy