

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2020-0023
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 Executive Secretariat
Minor Subdivision Records and Information Management Division
Schedule Subject NODIS Telegrams
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2020-0023

Sequence Number

1

NODIS Telegrams (Paper)

Disposition Authority Number: DAA-0059-2020-0023-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 724 415">NODIS Telegrams (Paper)</p> <p data-bbox="345 436 1149 468">Disposition Authority Number DAA-0059-2020-0023-0001</p> <p data-bbox="345 489 1455 600">Incoming and outgoing No Distribution (NODIS) telegrams. Arranged in annual blocks and thereunder by post, other special caption or special handling requirement, as well as TOSEC and SECTO.</p> <p data-bbox="345 621 922 653">Final Disposition Permanent</p> <p data-bbox="345 674 850 705">Item Status Active</p> <p data-bbox="345 726 805 758">Is this item media neutral? No</p> <p data-bbox="345 779 922 810">Explanation of limitation Paper only.</p> <p data-bbox="345 831 805 963">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="345 995 659 1026">Disposition Instruction</p> <p data-bbox="345 1058 1485 1131">Transfer to the National Archives for Accessioning Transfer the records to the National Archives when 25 years old.</p> <p data-bbox="345 1163 656 1194">Additional Information</p> <p data-bbox="345 1226 899 1320">What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p data-bbox="345 1341 899 1430">How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p>

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
04/07/2020	Return to Submitter	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
05/20/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
07/29/2020	Submit for Concurrence	Marci Bayer	Archivist Specialist	National Archives and Records Administration - ACR2, Appraisal Team 2
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/10/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist