

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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)<br>Disposition Authority Number: DAA-0059-2020-0023-0001 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="345 380 724 411"><b>NODIS Telegrams (Paper)</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0059-2020-0023-0001</b></p> <p data-bbox="345 485 1455 600"><b>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.</b></p> <p data-bbox="345 621 919 653">Final Disposition                      <b>Permanent</b></p> <p data-bbox="345 674 849 705">Item Status                              <b>Active</b></p> <p data-bbox="345 726 805 758">Is this item media neutral?          <b>No</b></p> <p data-bbox="345 779 922 810">Explanation of limitation            <b>Paper only.</b></p> <p data-bbox="345 831 805 957">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 999 659 1031"><b>Disposition Instruction</b></p> <p data-bbox="345 1052 1479 1125">Transfer to the National Archives for Accessioning      <b>Transfer the records to the National Archives when 25 years old.</b></p> <p data-bbox="345 1167 659 1199"><b>Additional Information</b></p> <p data-bbox="345 1220 894 1314">What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b><br/><b>Unknown</b></p> <p data-bbox="345 1335 894 1430">How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b><br/><b>Unknown</b></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   |