

## Request for Records Disposition Authority

Records Schedule Number           DAA-0059-2020-0024

Schedule Status                    Modified Approved Version

  

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 Management

Minor Subdivision                 Office of Foreign Missions

Schedule Subject                  Consolidated Schedule: Office of Foreign Missions

Internal agency concurrences will be provided   No

Background Information           This is a flexible schedule which consolidates the records of the Office of Foreign Missions (M/OFM). Applies to records January 2012 and forward. This schedule does not supersede existing records schedules for the office. Crosswalk with additional detail is attached to the schedule.

Records relating to the official activities of the Office of Foreign Missions in executing its mission to facilitate secure and efficient operations of U.S. missions abroad and of foreign missions and international organizations in the United States; employment of reciprocity to ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity; regulate activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States; protect the United States public from abuses of privileges and immunities by members of the foreign missions; and provide service and assistance to the foreign mission community in the United States to assure appropriate privileges, benefits, and services on a reciprocal basis.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0059-2020-0024

Sequence Number	
1	Program Records Disposition Authority Number: DAA-0059-2020-0024-0001
2	Individual Transactional Records Disposition Authority Number: DAA-0059-2020-0024-0002
3	Foreign Missions Service and Support Files Disposition Authority Number: DAA-0059-2020-0024-0003
4	Foreign Government-Owned Custodial Property Records Disposition Authority Number: DAA-0059-2020-0024-0004

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 597 411"><b>Program Records</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      DAA-0059-2020-0024-0001</p> <p data-bbox="345 485 1528 1514">Policy and organizational records specific to the Office of Foreign Missions' (OFM) programs. Records documenting the development, formulation, and general implementation of the Office of Foreign Missions' (OFM) policies that: support the secure and efficient operation of United States missions abroad; facilitates the secure and efficient operation of foreign missions and public international organizations in the United States; and assists with obtaining appropriate benefits (as defined at 22 U.S.C. § 4302), privileges, and immunities for those missions and organizations and requiring their observance of corresponding obligations in accordance with international law. Records include, but are not limited to, policies, country files, diplomatic notes, memorandums, formal correspondence, reports, and briefings. Also includes documentation related to the establishment of foreign missions abroad and the establishment, suspension, and closure of individual foreign missions in the United States; the accreditation or notification of members of foreign missions in the United States, including their dependents; the acquisition, use, and disposition of real property and motor vehicles by foreign missions and their members in the United States; the acquisition and development of the International Chancery Center and the Foreign Missions Center; the provisions of financial/banking services to foreign missions and their members, assistance to foreign missions in response to natural disasters and emergency situations, and restrictions on domestic travel of foreign mission members in the United States; the authorization of tax-relief privileges to foreign missions and their members, for eligible dependents of foreign mission members to work, for importation privileges, to include purchases from bonded warehouse facilities, for foreign missions to install satellite dishes at chanceries, and for the temporary use of radio frequencies for high-level foreign government visits; the protection and preservation of real property and assets located in the United States that are owned by foreign mission; and all related records.</p> <p data-bbox="345 1535 922 1566">Final Disposition                      Permanent</p> <p data-bbox="345 1587 849 1619">Item Status                              Active</p> <p data-bbox="345 1640 816 1671">Is this item media neutral?          Yes</p> <p data-bbox="345 1692 805 1724">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 1860 659 1892"><b>Disposition Instruction</b></p> <p data-bbox="345 1913 1390 1944">Cutoff Instruction                      Cutoff at end of calendar year or final action.</p>

2

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

**Individual Transactional Records**

Disposition Authority Number      DAA-0059-2020-0024-0002

Records documenting the provision of services or assistance on individual requests from foreign missions or other entities with respect to the Office of Foreign Missions' extension of the different benefits described in the permanent program files. These records are transactional in nature and are used to implement the requirements of the Office of Foreign Missions various programs. Records include, but are not limited to, driver's license files, motor vehicle insurance files, consumption tax files, individual tax exempt files, travel control files, individual banking files, and real estate files.

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

GRS or Superseded Authority Citation      GRS 1.1 / 001  
GRS 1.1 / 010  
GRS 1.1 / 030  
GRS 5.4 / 010

**Disposition Instruction**

Cutoff Instruction      Cutoff at the end of final action.

Retention Period      Destroy 10 year(s) after cutoff.

3

### Additional Information

GAO Approval Not Required

### Foreign Missions Service and Support Files

Disposition Authority Number DAA-0059-2020-0024-0003

Records documenting the acquisition, use, and disposition of motor vehicles by foreign missions and their members in the United States; the authorization of tax-relief benefits for foreign missions and their members in the United States; the authorization of customs entry privileges to foreign missions and their members in the United States; telecommunication operations files; and all related records. These records pertain primarily to missions, and their collection employees, as opposed to individual transactional records.

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

GRS or Superseded Authority Citation GRS 5.4 / 030  
GRS 5.4 / 010

### Disposition Instruction

Cutoff Instruction Cutoff at the end of final action.

Retention Period Destroy 50 year(s) after cutoff.

### Additional Information

GAO Approval Not Required

4

### Foreign Government-Owned Custodial Property Records

Disposition Authority Number DAA-0059-2020-0024-0004

Records documenting the management, preservation, and protection of Foreign Government-owned properties and assets in the Department's custody and the provision of specific services or assistance following the cessation of diplomatic, consular, and other government activities of a foreign mission in the United States. Records include, but are not limited to, work orders, payment authorizations, bank statements, and all related records.

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at end of calendar year after diplomatic/consular relations have been restored.
Retention Period	Destroy 5 year(s) after cutoff
<b>Additional Information</b>	
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
04/07/2020	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
08/09/2021	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
11/01/2021	Submit For Certification	Dionne Batson	Records and Information Management Specialist	Bureau of Administration - Records and Archives Management Division
11/09/2021	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
01/14/2022	Submit for Concurrence	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office
01/25/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/31/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

CROSSWALK, DAA-0059-2020-0024, OFFICE OF FOREIGN MISSIONS							
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF INSTRUCTIONS (WHERE APPLICABLE)	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
0001	Program Records	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at end of calendar year or final action.	Office of Foreign Missions (M/OFM)	N/A; New Item 2012 forward	DAA-0059-2011-0009-0001	OFM Foreign Policy and Organizational Files
0002	Individual Transactional Records	Temporary. Destroy when 10 years old	Cutoff at the end of final action.	N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0019	Program Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0009	Consumption Tax Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0010	Tax Exemption Authorization Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0011	Customs Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0012	Request for Customs Clearance of Merchandise
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0013	Travel Controls Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0020	Airport Escort Screening Courtesies Records
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0014	Real Estate Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0003	Diplomatic Motor Vehicle Documentation and Driver License Files



				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0004	Diplomatic Motor Vehicle Insurance Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0002	OFM Management Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0021	Financial and Banking Services Files
0003	Foreign Mission Service and Support Files	Temporary. Destroy when 50 years old.	Cutoff at the end of final action.	N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0008	Income Tax Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0022	The Office of Foreign Mission Information System (TOMIS)
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0015	Real Estate Tax Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0005	Diplomatic Motor Vehicle Proof of Ownership
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0006	Diplomatic Motor Vehicles Correspondence Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0007	Driver Enforcement and Outreach Files
				N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0017	Telecommunications Files
0004	Foreign Government- Owned Custodial Property Records	Temporary. Destroy 5 years after cutoff	Cutoff at end of calendar year after diplomatic relations have been restored.	N/A	N/A; New Item 2012 forward	DAA-0059-2011-0009-0016	Custodial Property Files