

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2021-0001

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 Administration

Minor Subdivision Records and Archives Management Division, A/GIS/IPS/RA

Schedule Subject Records of Central Foreign Policy Files for P, and N, Microfilm Reels, 1980-1981

Internal agency concurrences will be provided No

Background Information This schedule is being submitted to cover closed series of records representing two components of the Central Foreign Policy Files (CFPF) for the calendar years 1980 and 1981: NODIS Telegrams (N-Reel Microfilm) and Paper Documents (P-Reel Microfilm). This schedule provides the authority for the Department of State to permanently transfer electronic copies of the positive and negative microfilm to the National Archives; the positive and negative microfilm source records will still be transferred to the National Archives under the approved authority NN-173-304 / 1/a.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2021-0001

Sequence Number	
1	Central Foreign Policy File: Electronic copy of positive and negative microfilm copies [1980-1981] Disposition Authority Number: DAA-0059-2021-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1528 453">Central Foreign Policy File: Electronic copy of positive and negative microfilm copies [1980-1981]</p> <p data-bbox="345 474 1528 506">Disposition Authority Number DAA-0059-2021-0001-0001</p> <p data-bbox="345 527 1528 831">Electronic copies of the Central Foreign Policy File (CFPF) components N-Reel Microfilm Master Copies of NODIS Telegrams and P-Reel Microfilm Master Copies of paper records. NOTE: This schedule item does not apply to the CFPF components Electronic Telegrams, Hardcopy Printouts of Top Secret Telegrams, Electronic Index for P-Reel Microfilm, Oversized (Bulky) Enclosures, and Computer Output (D-Reel Microfilm) which are permanent records covered respectively under approved schedule items N1-059-07-003 / 1/b/2, N1-059-07-003 / 1/a, N1-59-92-16 / 1, and NN-173-304 / 1/a.</p> <p data-bbox="345 852 1528 884">Final Disposition Permanent</p> <p data-bbox="345 905 1528 936">Item Status Active</p> <p data-bbox="345 957 1528 989">Is this item media neutral? No</p> <p data-bbox="345 1010 1528 1041">Explanation of limitation Electronic Only</p> <p data-bbox="345 1062 1528 1188">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 1230 1528 1262">Disposition Instruction</p> <p data-bbox="345 1283 1528 1356">Transfer to the National Archives for Accessioning Transfer electronic copies of microfilm to the National Archives immediately upon approval of this schedule.</p> <p data-bbox="345 1398 1528 1430">Additional Information</p> <p data-bbox="345 1451 1528 1545">What will be the date span of the initial transfer of records to the National Archives? From 1980 To 1981</p> <p data-bbox="345 1566 1528 1661">How frequently will your agency transfer these records to the National Archives? Unknown Frequency of transfer 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
03/17/2021	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
03/03/2022	Submit for Concurrency	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
03/07/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/08/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist