

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-059-03-10
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	9/17/03
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of General Services Management (A/OPR/GSM)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES 8-19-04 <i>John W. Carl</i>

6. 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 on the attached 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE August 29, 2003	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppé <i>Margaret Peppé for</i>	TITLE Division Chief, A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Bureau of Administration Office of General Services Management A/OPR/GSM</p> <p>The Office of General Services Management provides a diverse array of professional and support services for the Department of State which include but are not limited to: administering the Diplomatic Reception Rooms, the Department's conference facilities, the Art Bank Program, parking program, building tours, receptionist services, laborer services, locksmith services, audiovisual services, motor pool services, authentication services, video production and the Employee Services Center.</p> <p>See continuation sheet.</p>		

8-03-04

Bureau of Administration
Office of General Services Management (A/OPR/GSM)

Administrative Officer

1. General Services Policy and Procedures File

Consists of memoranda, studies, and reports on significant plans, decisions and problems concerning the General Services Management program.

Disposition: TEMPORARY. Hold in current file area and destroy previous versions when superseded or revised policies or procedures are received.
(New item)

2. Internal Control Purchase File

Contains copies of documentation sent from Diplomatic Reception Rooms to the Bureau of Resource Management for payment action. Consists primarily of memoranda and invoices.

Disposition: TEMPORARY. Cutoff annually. Delete/destroy 5 years after cutoff.
(New item)

3. Diplomatic Reception Room Control Files

Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area. Also includes monthly use reports that identify the type of event, the host, caterer's, etc.

Disposition: TEMPORARY. Hold in current file area and destroy when 5 years old.
(Ref. NN-171-66, item 9)

4. Statistical Reports

a. Daily reports concerning the activities of the office.

Disposition: TEMPORARY. Cutoff at end of month. Delete/destroy one month after cutoff.

b. Monthly reports concerning the activities of the office.

Disposition: TEMPORARY. Cutoff at end of quarter. Delete/destroy one year after cutoff.

c. Annual Reports concerning the activities of the office.

Disposition: TEMPORARY. Cutoff at end of calendar year. Delete/destroy 5 years after cutoff.
(Ref. NN-171-66, item 11)

5. Operations Support Correspondence File

Contains correspondence, forms and schedules pertaining to the use and control of all operations support, including but not limited to: auditoriums and conference rooms, parking and flag requests.

Disposition: TEMPORARY. Cutoff at end of quarter. Delete/destroy 1 year after cutoff. (Ref. NN-171-66, item 10)

6. General Administrative Subject Files

Contains information about general program and administrative functions such as memoranda, inventory information, program history articles from State Newsletter and State Magazine.

Disposition: TEMPORARY. Cutoff at end of calendar or fiscal year. Hold in current file area for 2 years and then retire to Records Service Center. Destroy 5 years after cutoff. (New item)

Fleet Management

7. Motor Transportation General Correspondence Files

Contains correspondence and related data pertaining to the maintenance and operation of motor vehicles not otherwise provided for in this schedule.

Disposition: TEMPORARY. Hold in current file area and destroy when 2 years old. (Ref. NN-171-66, item 12)

8. Motor Vehicle Maintenance and Repair File

Consists of automotive and maintenance and repair bills arranged by vendor and by vehicle number.

Disposition: TEMPORARY. Maintain for life of vehicle. Cutoff after vehicle is disposed. Delete/destroy 6 months after cutoff. (Ref. NN-171-66, item 13)

9. Imprest Fund Records

Contains vouchers and supporting documents related to motor transportation operations.

Disposition: TEMPORARY. Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff. (Ref. NN-171-66, item 14)

10. Motor Vehicle Operating Reports and Statistics

a. Daily Vehicle Report.

Disposition: TEMPORARY. Cutoff at end of month. Delete/destroy 3 months after cutoff.
(Ref. NN-171-66, item 15a)

b. Weekly and Monthly Operating Statistics

Disposition: TEMPORARY. Cutoff at end of month. Delete/destroy when 1 year old.
(Ref. NN-171-66, item 15b)

c. Annual Reports

Disposition: TEMPORARY. Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.
(New item)

11. Gasoline and Car Wash Tickets and Related Paid Invoices

Contains copies of gas, oil, and wash tickets and related paid invoices.

Disposition: TEMPORARY. Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff.
(Ref. NN-171-66, item 16)

12. Motor Vehicle Accident File

Contains records related to motor vehicle accidents maintained by transportation office, including motor vehicle accident report, statements of drivers and witnesses, and investigative and other related reports.

a. If damage to vehicle.

Disposition: TEMPORARY. Maintain for life of vehicle. Destroy 6 months after disposal of vehicle.
(New item)

b. If serious bodily injury, death, or major property damage.

Disposition: TEMPORARY. Cutoff after accident or claim is settled. Delete/destroy 7 years after accident or settlement of claim, whichever is later. (Ref. NN-171-66, item 17)

Audiovisual Services

13. Official State Department Photography

a. Contains negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically or numerically by date of negative and job number. File growth averages 334 negatives or two cubic feet per year with about 1670 negatives currently on hand. 1993 to present

Disposition: PERMANENT. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA. (Ref. N1-59-92-18, item 1a and b)

b. Contains digital images generated (scanned) from negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arranged chronologically or numerically by date of negative and job number.

Disposition: PERMANENT. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.

c. Original digital (born digital) images relating to the foreign affairs to the U.S., high level or significant State Department personnel and foreign officials. Arranged chronologically and numerically by date of scanned image and job number.

Disposition: PERMANENT. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.

d. Assignment logs, indexes, or other finding aids in hard copy and/or in electronic form providing access to the negatives and digital images.

Disposition: PERMANENT. Transfer to NARA with the corresponding negatives and/or digital images in items 13a through 13c.

e. Contains uncaptioned negative and/or digital images of routine award ceremonies, social events, activities, not related to the mission of the Department, personnel identification or passport images, and other routine administrative or personnel related images not related to the Department mission. (Ref. N1-59-92-18, item 1c.)

Disposition: TEMPORARY. Distribute to requesting office or delete/destroy when no longer needed for reference.

Video Production

14. Video Master File

a. Video master productions of internal communication programs that are informational, routine and non-substantive in content, such "How to" -type and scripted event video productions. Masters are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.

Disposition: TEMPORARY. Maintain master in current file area for 5 years, then degauss, and recycle tapes.

b. Video master productions of internal communication programs that are substantive in content or document significant events such as Secretary's Town Meetings in response to terrorist attackers. Masters (since 1995) are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.

Disposition: PERMANENT. Maintain master in current file area for 10 years and then transfer the master and one copy to the National Archives in 2-year blocks. (New item)

c. Duplicate Copy for Public Dissemination.

Disposition: TEMPORARY. Transfer upon request to the National Technical Information Service (NTIS). (New item)

15. Field Footage File

Contains material that may or may not have been used in production. Produced on Betacam SP, SVHS, digibeta tape format.

a. Significant Field Footage

Material documenting significant people, places, or events.

Disposition: PERMANENT. Maintain in current file area for 10 years. Then transfer to NARA in 2-year blocks.

b. Routine Field Footage File

Material that does not document any significant people, place or event.

Disposition: TEMPORARY. Degauss and recycle tapes when no longer needed. (New item)

16. Script File

Consists of written specifications for video production. Includes such things as setting, action and camera coverage, dialogue, narration and an audio portion that addresses music and sound effects. Also includes script approvals signed by Department of State internal clients.

Disposition: TEMPORARY. Destroy video production copy upon completion of project and transfer original script to client. (New item)

17. Equipment Inventory Files

Contains copies of equipment requisitions and related documentation for current inventory.

Disposition: TEMPORARY. Destroy 2 years after discontinuance of equipment item, 2 years after stock balance is transferred to new inventory or 2 years after equipment is removed from Department control. (New item)

18. Finding Aids (Index)

Finding aids for identification, retrieval, or use of video master and raw footage records. Contains such information as name of tape, date produced, topic, domestic or overseas, tape format, and name of client.

Disposition: PERMANENT. Transfer to NARA with disposition of video master and field footage files.

Art Bank Program

19. Art Bank Program Vendor Files

Contains copies of documents related to the purchase of artwork and framing materials from vendors. Includes purchase orders, bank check/credit card receipts for supplies, Art Bank Program vendor orders, shipping and receiving reports, vendor invoices, final credit card statements. Arranged alphabetically by vendor name in fiscal year order.

Disposition: TEMPORARY. Cutoff at end of fiscal year. Delete/destroy 5 years after cutoff. (New item)

20. Source File

Contains information about the artwork represented by source including brochures and visuals of art. Used only for reference purposes.

Disposition: TEMPORARY. Maintain in current file area until no longer needed for informational purposes and then destroy. (New item)

21. Artist Background and Appraisal Files

Loose-leaf binders containing artist biographies, catalogues, articles, print documents, and other printed information about the art work. Files are provided to prospective clients and are used by art appraisers and Art Bank staff. Arranged alphabetically.

Disposition: TEMPORARY. Destroy when superseded by updated information. (New item)

22. Total Database (Macintosh)

Database operates under Macintosh Filemaker Pro SW. It is used by the Art Bank to manage the acquisition and use of artwork available for bureaus/offices to borrow. Elements include unique registration number, title, artist, date of artwork, print number, physical size, media details, art characteristics, glazing information, documentation type, and acquisition and current market value of artwork.

a. Inputs

1. Documents or forms used to create, update, or modify the records in the database that are required for audit or legal purposes.

Disposition: TEMPORARY. File with related records after information has been entered into the system and verified; delete/destroy in accordance with related vendor or source files. (New item)

2. Documents or forms used to create, update, or modify the records in the database and not required for audit or legal purposes.

Disposition: TEMPORARY. Delete/destroy after the information has been entered into the database and verified. (New item)

b. Database

Consists of Borrowers Activity File (Location History), Condition and Conservation File, Bureau \$ and Image Files. Electronic records are derived from hard copy documents or forms that are subsequently filed in the Vendor File, the Source File, or the Subject Files.

Disposition: TEMPORARY. Retain for duration artwork is owned by GSM. When artwork is disposed, move data to inactive status. Delete when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (New item)

c. Outputs

1. Reports. Ad-hoc and scheduled system generated reports related to penalties for loss, the purchase and loan of artwork, borrowers of artwork, amount of financial contribution by components, title and location of art, and work activities.

a. Fiscal Year Statistical Report.

Disposition: TEMPORARY. Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff. (New item)

b. Semi-annual Inventory Report. Used by Art Bank staff to conduct twice annual Department-wide inventory of the artworks on exhibit.

Disposition: TEMPORARY. Delete/destroy when superseded by new inventory report or when no longer needed for administrative purposes. (New item)

2. Labels. System generated labels used for inventory and identification purposes.

Disposition: TEMPORARY. Affix label to artwork. Destroy label when artwork is disposed of.
(New item)

d. Documentation. Documents that provide a narrative description of the electronic system or physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position; and a description of the form of the data. Also includes a data dictionary or the equivalent information associated with a database management system, including a description of the relationship between data elements in databases, and any other technical information needed to read or process the records. System documentation may include such items as manuals and software update documentation.

Disposition: TEMPORARY. Cutoff when the system is superseded and/or replaced. Delete/destroy 2 years after cutoff or when no longer needed for reference, whichever is later.

Authentication's

23. Document Authentication, Retrieval, and Tracking System (DARTS)

The DARTS application software is used by the Authentication's Office to facilitate the document authentication, retrieval, and tracking responsibilities of the office.

a. Inputs

1. Authentication Requests

Authentication Requests received from private individuals, Federal agencies, organizations, and foreign governments, consists of letters requesting authentication of documents. General information is entered into the database as part of the authentication and analysis process prior to returning the original documents to the sender.

Disposition: TEMPORARY. Return to sender after information is entered into the system and verified.
(Ref. N1-59-87-2, item 1)

2. Record of Fees

The name of person, number of documents, company or agency requesting authentication services, amount of money deposited and whether a check, cash, money order or credit card was used.

Disposition: TEMPORARY. Verify accuracy of data input. Destroy after GAO audit or when 5 years old, whichever is sooner. (Ref. N1-59-91-23, item 2)

b. DARTS Master File

1. Normal Certification

Contains information extracted from documents associated with authentication requests. Current and previous year data are maintained on-line.

Disposition. TEMPORARY. Cutoff at end of fiscal year. Transfer to archive tape when two years old. Maintain off-line for 3 years or until no longer needed for current business operations, whichever is later. Delete tape upon notification by supervisor. (New item)

2. Apostilles Database

Contains information needed for certificate issued by the Authentication Office for documents that are destined for use in countries as specified in the Treaty Abolishing requirements of Legislation for Foreign Public Documents that became effective October 15, 1981. Article 7 of the treaty indicates that a register must be kept.

Disposition: TEMPORARY. Cut off at the end of 5 years, transfer to magnetic tape and maintain in tape library. Transfer to WNRC two years after cutoff. Delete 13 years after transfer to WNRC. Note: To maintain readability of data, refresh/migrate data according to media industry standards. (New item)

c. Outputs

1. Receipts

Receipts include the following information: name of requester, company or agency who requested authentication services, the number of documents authenticated, payment and form of payment received.

Disposition: TEMPORARY. Produce receipt after information is input and verified. Return receipt and original documents submitted for authentication to requester.

2. Monthly and other Reports

Using the reports function of DART produce a variety of reports including record of total number of documents authenticated each month, customers who have received over the counter and mail service each month, and fees. Also provides report of total number of documents received by mail and over the counter.

Disposition: TEMPORARY. Destroy when 5 years old. (N1-59-87-2, item 6)

3. Certifications

System generated certificates issued by the Authentication Office certifying the authenticity of the documents.

a. Normal Certification Certificates

Disposition: TEMPORARY. Produce certificate. Transmit to requester. (N1-59-91-23, item 1)

b. Apostilles

Disposition: TEMPORARY. Produce certificate. Transmit to requester.

d. Documentation

DARTS software user guide.

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

24. Undeliverable Cases

Contains authenticated documents, letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, original and copies of transcripts and diplomas. Material has been returned as undeliverable, and there has been no follow up by the requestor.

Disposition: TEMPORARY. Cutoff at end of month in which document is returned. Delete/destroy 1 year after cutoff. (N1-59-87-2, item 2)

25. Copies of Certificate of Deposit

File contains copies of the original certificates, which are sent to Bureau of Resource Management (RM) for processing.

Disposition: TEMPORARY. Destroy when 3 years old. (N1-59-87-2, item 3)

26. Precedent Cases

Contains background material concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.

Disposition: TEMPORARY. Retire to RSC when 5 years old. Retain for 25 years. (N1-59-87-2, item 4)

27. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.