

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-06-5
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	11/10/05
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Executive Secretariat (S/ES-CR)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Margaret Keapproth	5. TELEPHONE (202) 663-2170	DATE 8/18/06	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 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 11, 2006	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Deputy Director (A/ISS/IPS) Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
See Continuation pages.			

*(8/18/06)*  
*8/18/06* copies sent to Agency, NWML, NARA, NARA/WCT

## Continuation Pages SF-115 Records Disposition Schedule – STARS System

### 1. Secretariat Tracking and Retrieval System (STARS)

STARS (Secretariat Tracking and Retrieval System) is an automated system used to track, control, and record documents containing substantive foreign policy information passing to, from, and through the offices of the Secretary of State, the Deputy Secretary of State and other 7<sup>th</sup> Floor Department principal officers. STARS is one component of the umbrella Principal Officers Executive Management System (POEMS). The Executive Secretariat provides guidance on the administration of this SECRET high system. Original documents are indexed, scanned, and stored as images. There is no direct input from other systems. Information covers the period 1988 to the present.

#### a. Input

Hard copies of action, briefing, and information memoranda; briefing books; diplomatic notes; telegrams; memorandums of conversation; memorandums for the record; incoming and outgoing correspondence; reports; talking points; e-mail messages with attachments; and other documentation. Documentation is imaged as it arrives and after action so as to include substantive notations and signatures with related index information.

PERMANENT. Transfer to A Bureau at the end of the Secretary's tenure or sooner if necessary for retirement to the RSC. Block files of each Secretary of State all together in one group and transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

#### b. Master Files. Verified Scanned Images and Related Indexing Information.

1. Scanned images -- Contains verified scanned images of documents. A quality control check of each image was made during the input process to ensure the legibility and readability of the resulting scanned document images.

PERMANENT. Maintain in STARS image file. Transfer to the National Archives when 25 years old in 5 year blocks in accordance with regulations for the transfer of electronic records in effect at the time of transfer.

2. **Index Database Files** - - Contains verified elements of information relating to imaged documents. The database points to images stored in the scanned image file. Data elements include system identification number; date; abstract; subject; addressee; addressor; document type; action office; country; and other related elements.

**PERMANENT.** Maintain in STARS System. Transfer to the National Archives with associated image files when 25 years old in 5 year blocks in accordance with regulations for the transfer of electronic records in effect at the time of transfer.

c. **Outputs**

~~1. **Daily Activity Report (DAR)** of action lists distributed to each principal electronically. Information is retained in both hard copy and electronic formats. Production of this report was terminated on January 6, 2006.~~

~~Reports produced prior to termination were placed in other office files and will be disposed of in accordance with the retention and disposition instructions for those files.~~

2. **Weekly Report** of pending action items sent to action offices generated in hard copy and distributed to the Bureau's.

**TEMPORARY.** Destroy when no longer needed.

d. **Documentation**

System specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the STARS System.

**PERMANENT.** Maintain for life of STARS System. Transfer to the National Archives with related image and index files.

August 2006