

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	Department of State
2 Major Subdivision	Bureau of Diplomatic Security
3 Minor Subdivision	Diplomatic Security Services
4 Name of Person with whom to confer Lois Chichester	5 Telephone (include area code) 202 663-2776

Leave Blank (NARA Use Only)	
Job Number	N1-59-09-17
Date Received	4/17/09
Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date 7-13-09	Archivist of the United States <i>Abigail Thorne</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 3 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 has been requested

Signature of Agency Representative Tasha M. Thiam <i>[Signature]</i>	Title Agency Records Officer	Date (m/m/dd/yyyy) 4/13/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached schedule for the electronic information system DS Electronic Tracking (DSET)		

Diplomatic Security Services
(DS/DSS)
Draft
Records Disposition Schedule

Point of Contact: DS/DSS/Victoria Anzaldua

1a. **DS Electronic Tracking (DSET)**

Description: Master File:

Diplomatic Security Employee Tracker (DSET) is an application that provides DS with a single location to enter and search employees' work schedules and related data (e.g., protective details, temporary duty [TDY] assignments, etc.) and produce staffing reports. DS-ET provides timely data to the Command Center (CC), Domestic Offices (DO), and International Programs (IP) offices, making it easier to adjust personnel resource plans and staff special assignments.

Disposition: Temporary. Destroy/delete master file data 5 years after special assignment ends.

DispAuthNo: Pending

1b. **DS Electronic Tracking (DSET)**

Description: Input/Source Records

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition: Temporary: Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2(a)(4)

1c. **DS Electronic Tracking (DSET)**

Description: Input/Source Records.

Electronic records entered into the system during an update process, and not required for audit and legal purposes and

electronic records received from other agencies.

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2(b) and 2(c)

1d. **DS Electronic Tracking (DS-ET)**

Description: Outputs.

Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as disclosure-free files allow public access to the data; or
- Produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5

1e. **DS Electronic Tracking (DS-ET)**

Description: Outputs.

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)

DispAuthNo: GRS 20, item 16

1f. **DS Electronic Tracking (DS-ET)**

Description: Systems Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4(a)(1)

1g. **DS Electronic Tracking (DS-ET)**

Description: System Documentation.

Includes systems requirements, system design, and user guides.

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

DispAuthNo: GRS 20, item 11(a)(1)