

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Office of the Chief of Protocol
3 Minor Subdivision	Ceremonials
4 Name of Person with whom to confer	5 Telephone (include area code)
Katherine Kirkpatrick (A/GIS/IPS/RA)	202-663-2170

Leave Blank (NARA Use Only)	
Job Number	N1-059-09-45
Date Received	8/24/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
14 Jan 10	

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 _____ 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	Title	Date (mm/dd/yyyy)
Tasha Thian (A/GIS/IPS/RA)	Agency Records Officer	8/6/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Please see attached pages		

August 23, 2009

SF-115 Continuation Page
Office of the Chief of Protocol – Ceremonials

1. CONTACTS Database

Description: The CONTACTS Database is operated and maintained in-house. It is used by members of the Ceremonials Staff, Office of the Chief of Protocol, to manage guest lists. These lists contain biographic information including names, addresses, SSN, titles, and other information about individual invitees and guests. The information is used to identify invitees, special needs of invitees, produce invitations, guest lists, address labels, and to record responses for events hosted by the President of the United States, the Secretary of State and, and other high ranking Department officials. Privacy Act System of Records, State 33, Protocol Records, applies. Files cover the period 1998 to present.

~~a. Input Source Documents~~

~~Description: Hard copies created from information provided by or received from anticipated invitees to CPR events. Information is received via telephone conversation, email, and other forms of correspondence from which data is extracted and input to the master file.~~

~~**Disposition:** TEMPORARY. Destroy immediately upon verification of successful data input to Master File/Data Files.~~

~~**DispAuthNo:** New item. GRS 20, item 2a(4)~~

b. Master and/or Data Files:

Description: Master file is an SQL database consisting of a series of 29 tables used to standardize common and repeated values. Access to the tables is limited. The tables contain data elements related to such things as persons in the database, events related data, the participants in the events, invitations received or extended, appointments, seating, and person-to-person contacts. Rich Text Files (RTF) generated by the database program which can then create a file that can be treated and manipulated like a normal word document. Data is arranged chronologically by calendar year and by event within a given calendar year.

Disposition: TEMPORARY. Retain until no longer needed for reference or other office use and then delete.

DispAuthNo: New item.

c. Back-up Files

Description: Backups of Files. Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

File identical to records authorized for disposal under item b. above.

Disposition: Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b.

d. Outputs

Outputs include ad-hoc reports derived from the database and generated as WORD documents and a variety of output reports used for reference purposes. They can be produced on-demand using a combination of data fields. For example, reports can be produced depicting lists of the contents of the categories table, standard events, Ranks and user lists. Other special reports include Guest Lists, Official Persons Lists, Seating Lists, and Place Card Lists. Statistical reports and charts can also be produced and a capability exists to generate a report containing any or all information on a particular contact.

Disposition: TEMPORARY. Transfer outputs for filing in the "Official and State Functions Files" and dispose in accordance with the disposition instructions for that item.

DispAuthNo: GRS 20, item 16

e. System Documentation

Description: CONTACT Application User Manual, data and file specifications, codebooks, record layouts, output specifications, and any reports relating to the database master file,

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

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

f. Word Processing Documents

~~Description: Electronic word processing documents such as letters or memorandums resulting as input to the CONTACTS database.~~

~~**Disposition:** TEMPORARY. Delete from the word processing system when no longer needed for updating, revisions to documents, or other office use such as Completed Events Folder.~~

~~**DispAuthNo:** GRS 20, items 13~~

~~**g. Electronic Mail Records**~~

~~**Description:** Senders and recipients versions of electronic mail messages and attachments that meet the definition of a record and used as input to CONTACTS Database or other recordkeeping system.~~

~~**Disposition:** TEMPORARY. Delete from e-mail system after copying to a recordkeeping system.~~

~~**DispAuthNo:** GRS 20 item 14~~