

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
Office of the Secretary

3 Minor Subdivision
Coordinator for Reconstruction and Stabilization - Office of Planning
(S/CRS/PLN)

4 Name of Person with whom to confer
Katherine G Kirkpatrick

5 Telephone (include area code)
(202) 261-8426

Leave Blank (NARA Use Only)

Job Number
NI-059-10-4

Date Received
11/13/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
3/27/13

Archives and Records Administration
WITHDRAWN

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
[Signature]

Title
Agency Records Officer

Date (mm/dd/yyyy)
10-08-2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Coordinator for Reconstruction and Stabilization - Office of Planning (S/CRS/PLN) See continuation pages		

SF-115 Continuation Page

Office of the Coordinator for Reconstruction and Stabilization – Office of Planning

1. Policy and Program Files

a) Hard copies of program files Includes Standard Operating Procedures, organizational charts, protocols, documents outlining office mission, doctrine and principles Integrated Planning Framework Guidelines and Interagency Management System (IMS) (Guidelines as well as Disarmament, Demobilization and Reintegration (DDR) guide Filed by subject Covers material created in 2004 to present

Disposition PERMANENT Cut-off at end of calendar year Retain in office for five years, then retire to RSC Transfer to National Archives when twenty-five years old

Disposition Authority Number: New Item

b) Electronic copies produced on word processing systems

Disposition TEMPORARY Delete word processing files from the word processing system and move to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 13

c) Electronic copies maintained in electronic mail

Disposition TEMPORARY Delete files on e-mail from the e-mail system after copying to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 14

d.) CD copies of documents copied from word processing and email files.

Disposition TEMPORARY Delete CDs when five years old

Disposition Authority Number New Item

2. Country Engagement files

a) Planning Office's copy of final iteration of country engagement memo, Briefing Checklists, terms of reference, approved iterations and updates of plans, assessments, training modules, interagency working group files, proposals to Regional Bureaus, metrics papers and metrics tracking, deployments, progress reports and updates, memoranda and Info Memos, country trip reports, trip reports from PRTs, history of country engagement, and memoranda on lessons learned and best practices, including After Action Reviews (AARs) Includes record copy of "leave behind" binders produced during operations with the regional bureaus Filed by country. Record copies reside with the Coordinator's country files

Disposition. TEMPORARY Cut off at the end of the calendar year of closed engagements Duplicates of final products may be kept in the office for five years or until no longer needed for office use, then destroyed

Disposition Authority New Item

b) Electronic copies produced on word processing systems

Disposition TEMPORARY Delete word processing files from the word processing system and move to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 13

c) Electronic copies maintained in electronic mail.

Disposition. TEMPORARY Delete files on e-mail from the e-mail system after copying to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 14

d) CD copies of documents copied from word processing and email files

Disposition TEMPORARY Delete CDs when five years old

Disposition Authority Number New Item

3. Civilian-Military Files

a) Hard copies of memorandums, reports, files documenting training support and exercises, civilian-military operations, stability operations, and other records produced by the Civilian-Military Activities Review Team (CMART)

Disposition TEMPORARY Cut-off at the end of calendar year Screen and transfer final products to the coordinator Duplicates of final products may be kept in the office for five years or until no longer needed for office use, then destroyed

Disposition Authority Number New Item

b.) Electronic copies produced on word processing systems

Disposition TEMPORARY Delete word processing files from the word processing system and move to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 13

c) Electronic copies maintained in electronic mail

Disposition TEMPORARY. Delete files on e-mail from the e-mail system after copying to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 14

d.) CD copies of documents copied from word processing and email files

Disposition TEMPORARY Delete CDs when five years old

Disposition Authority Number New Item

4. Reports

a.) Hard copy reports on interagency meetings, office copy of the final iteration of the weekly report (also known as the "week ahead" report), office copy of reports that ultimately go to the coordinator to be filed with his/her chronological files

Disposition TEMPORARY Retain copy in office three years, and then destroy

Disposition Authority Number New Item

b) Electronic copies produced on word processing systems

Disposition TEMPORARY Delete word processing files from the word processing system and move to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 13

c) Electronic copies maintained in electronic mail

Disposition TEMPORARY Delete files on e-mail from the e-mail system after copying to the S/CRS Shared Drive

Disposition Authority Number GRS 20, item 14

d) CD copies of documents copied from word processing and email files

Disposition TEMPORARY Delete CDs when five years old

Disposition Authority Number New Item

5. Training Records

a) S/CRS specialized, component-originated training background and working files, including training developed and conducted in conjunction with other agencies

Disposition TEMPORARY Destroy when 5 years old or 5 years after completion of training program

Disposition Authority Number: New Item

b) General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency

Disposition TEMPORARY Destroy 5 years after completion of a specific training program, or after no longer needed, whichever is later

Disposition Authority Number: GRS 1, item 29 a (2)

6. S/CRS Shared Drive

Shared Drive contains electronic copies of records created on electronic mail and word processing systems Data is maintained for reference purposes The S/CRS Shared Drive is organized by Year, Subject, and Division

Disposition: TEMPORARY Retain files on Shared Drive for five years, then delete

Disposition Authority Number: New item