

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-10-012

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/9/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 3/A - Central Resource Management File Master File

Item 4 - Reimbursement Agreement File

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All items except the ones listed above are inactive. They are superseded by DAA-GRS-2015-0006-0001 and DAA-GRS-2015-0006-0003

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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 Resource Management	
3 Minor Subdivision Office of State Programs, Operations and Budget	
4 Name of Person with whom to confer Alice L. Murray	5 Telephone (include area code) (202) 261-8339

Leave Blank (NARA Use Only)	
Job Number	N1-059-10-12
Date Received	5/13/2010
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 17 July 12	Archivist of the United States

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 5 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. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 04-29-2010
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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		

**Bureau of Resource Management
Budget and Funds Management**

Item 1 Department of State Annual Budget Statements

Description: Published budget statements and justifications used to support the final consolidated Department budget submitted to Congress. Records include documents such as the Budget in Brief, Congressional Budget Justification, and Executive Budget Summary

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer one copy of each annual statement to NARA in 5-year blocks when 25 years old

Restrictions: None

DispAuthNo: Supersedes NARA Job No. NC1-59-81-4, item 2a

Item 2 Budget and Funds Management Directives

Description: Consists of RM/BP-issued instructions and procedures for the preparation of the Department's budget, its execution, and related Office of Management and Budget circulars and directives

Disposition: Temporary. Cut off when superseded or after issuance of new circular or directive. Destroy 4 years after cutoff or when no longer needed for reference purposes, whichever is later.

DispAuthNo: Supersedes NARA Job No. NC1-59-81-4, item 3

Item 3a Central Resource Management System (CRMS)

The CRMS serves as the central repository for all Department budget data

Description: a. Master File

Contains annual data on all sources of funds (appropriations, fees, etc) and resource requirements for the Department relating to budget execution, including budget requests, financial planning,

apportionment, allotment, reimbursement, and foreign currency exchange analysis Data covers FY1999 to present

Disposition: Temporary Cut off at end of fiscal year Delete or destroy data 15 years after cutoff or when no longer needed, whichever is later

DispAuthNo: Pending (new)

Item 3b Central Resource Management System (CRMS)

Description: b. Outputs

Includes Allotment Reports, Status of Reimbursements by Reimbursing Agency (Agency Report), All Agreements Detail by Appropriation – External and Collections, and Reimbursements Earned/Allotted and to be Earned/Allotted.

Disposition: Temporary. Destroy 5 years after the end of the fiscal year covered by the data or when no longer needed for audit or reference purposes, whichever is later

DispAuthNo: Supersedes NARA Job No. NN-175-73, items 17a and 17b

Item 4 Reimbursement Agreement Files

Description: Filed by fiscal year, and therein by agreement number. Consist of reimbursement agreements and estimates for various administrative support services provided by the Department of State for other Federal agencies, and related correspondence, reports, and working papers.

Disposition: Temporary Destroy when 10 years old

DispAuthNo: Supersedes NARA Job No NN-173-75, item 14

5a Allotment and Apportionment Controls

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence.

a. Records covering one-year or multi-year funds

Disposition: Temporary Cut off at the end of the fiscal year in which the funds were appropriated When 5 years old, break down file, and retain only. SF-132, Apportionment and Reapportionment Schedule; SF-1151, ~~Appropriation Transfer~~, and related Treasury warrants Destroy remaining documents 10 years after cutoff date.

Non-Expenditure
Transfer
Authorization

DispAuthNo: Supersedes NARA Job No NC1-59-79-15, item 1

Item 5b Allotment and Apportionment Controls

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence.

b. Records covering no-year funds.

Disposition: Temporary. Destroy when no longer needed for reference or audit purposes

DispAuthNo: Supersedes NARA Job No NC1-59-79-15, item 1