

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

<b>Leave Blank (NARA Use Only)</b>	
Job Number	11-059-10-19
Date Received	8/5/10
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
29 Sept 2010 [Signature]	

**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 [Signature]	Title Agency Records Officer	Date (mm/dd/yyyy) 8/2/10
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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 GRS or Superseded Job Citation	10.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 Office of Special Programs and Coordination (DS/P/SPC)		

**Bureau of Diplomatic Security  
Office of Special Programs and Coordination  
Special Operations Branch  
Records Disposition Schedule**

**1. Executive Secretariat Memorandums**

**Description:** Copies of Executive Secretariat memorandums pertaining to the Department's request for the Department of Defense (DOD) assistance in the evacuation of U.S. embassies, the deployment of special security forces to provide security for U.S. embassies, as well as assisting with DS security operations when required to provide security and protection to foreign heads of state in their own countries.

**Disposition:** Temporary. Destroy when 15 years old.

**DispAuthNo:** Pending

**2. DS Liaison Office Records (DSLNO)**

**Description:** Consists of administrative records for each of the DS Special Agents assigned to the DOD Geographical Combatant Commands (GCC). These files contain the Memorandums of Agreement (MOA) assigning these DS Special Agents to each of the Commands, their Position Descriptions, and any other administrative actions concerning their assignments.

**Disposition:** Temporary. Cutoff when assignments ends. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**3. Regional Survey Test (RST) Records**

**Description:** Records used in DS sponsored program, funded by DOD which include coordination for security surveys, quarterly coordination requirements, and approval cables from U.S. Embassies, Consulates, and Consulate Generals as part of a program designed to assist with the updating of the Diplomatic facility's Emergency Action Plans (EAP).

**Disposition:** Temporary. Cut off annually. Destroy when superseded.

**DispAuthNo:** Pending

**4. Special Sporting Events Records**

**Description:** Correspondence and cables on DS participation in support of special security programs during special sporting events worldwide.

**Disposition:** Temporary. Destroy 10 years after event.

**DispAuthNo:** Pending

**5. Special Program Files**

**Description:** Copies of cables, emails, reports and memorandum, arranged by embassy, on special teams who previously supported Regional Security Officers (RSO) overseas.

**Disposition:** Temporary. Destroy 20 years after incident or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**6. Security Assessment Reports**

**Description:** Contains information on security survey of U.S. Embassies overseas.

**Disposition:** Permanent. Cut off at end of calendar year. Retire to RSC 15 years after cutoff date for transfer to WNRC. Transfer to National Archives 25 years after cutoff date.

**DispAuthNo:** Pending

**Office of Special Programs and Coordination  
Marine Security Guard Branch (DS/SPC/MSG)  
Records Disposition Schedule**

**7. U.S. Marine Corps – Security Guards – Arranged by Subject**

**Description:** a. Program History File. Agreements, correspondence with the Commandant U.S. Marine Corps, memorandums, memorandums of agreement, memorandums of understanding, cables on the assignment of U.S. Marines at Foreign Service Posts around the world covering detachments, graduation programs, guard program, guards, guidelines, personnel, policies, requests for assistance, schools, security, and other related subjects.

**Disposition:** Permanent. Cut off at end of calendar year. Retire to RSC 15 years after cutoff date for transfer to WNRC. Transfer to National Archives 25 years after cutoff date.

**DispAuthNo:** Pending (formerly N1-59-94-43, item 43)

**8. U.S. Marine Corps – Security Guards – Arranged by Tags and Terms**

**Description:** b. Administrative File. Administrative and operational correspondence on the assignment of U.S. Marines at Foreign Service Posts covering: advice of allotment, funding, inspection reports, payments, vehicles, and other related subjects.

**Disposition:** Temporary. Cut off at end of Fiscal Year. Destroy when 6 years, 3 months old

**DispAuthNo:** Pending (formerly N1-59-94-43, item 44)

**9. U.S. Marines Corps – Security Guards**

**Description:** c. Case File. Record of Marine Security Guard (DST-939) as evidence of security clearance on Marine Security Guards and other related subjects.

**Disposition:** Temporary. Cut off at end of assignment. Destroy when 6 years or when obsolete whichever is later.

**DispAuthNo:** Pending. (formerly N1-59-94-43, item 45)

**10.                   OIG Inspection/Audit File – Arranged by Geographic Area**

**Description:** Copies of Office of Inspector General (OIG), security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.

**Disposition:** Temporary. Cut off file at end of each calendar year when case closed. Destroy 6 years, 3 months after action is closed by the OIG.

**DispAuthNo:** Pending (formerly N1-59-94-43, item 59)

**Bureau of Diplomatic Security  
Office of Special Programs and Coordination  
Office of Emergency Planning Staff  
Records Disposition Schedule**

**11. Emergency Planning Program Files**

**Description:** Program files consist of records relating directly to Emergency Planning's specific mission, such as, briefing materials, cables, reports, publication of regulations and handbooks, meetings, general policy papers, correspondence, and other related documentation covering emergencies and evacuation action plans.

**Disposition:** TEMPORARY. Cut off file at end of each year. Destroy three years after cut off or when no longer needed, whichever is later.

**DispAuthNo:** Pending (supersedes N1-059-94-43, item 24)

**Superseded by:**

DAA-GRS-2016-0004-0001

**DATE (MM/DD/YYYY):**

July 5, 2019 J Barnes

**12. Post Emergency Action Plans (EAP) – [Crisis and Emergency Planning Application – CEPA]**

**Description:** The Crisis and Emergency Planning Application System is a web-based application to assist posts in developing the Emergency Action Plan (EAP). CEPA facilitates the development, review, and approval of the mandatory Emergency Action Plans. The EAPs are living documents that are updated, maintained, and published using the application.

**Disposition:** TEMPORARY. Destroy when replaced by a new plan.

**DispAuthNo:** Pending (supersedes N1-059-94-43, item 25)

**Superseded by job / item number:**

DAA-GRS-2016-0004-0001

**Date (MM/DD/YYYY):**

July 5, 2019 J Barnes