

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
Office of Diplomatic Courier Services

4 Name of Person with whom to confer
Anna M Yallouris

5 Telephone (include area code)
202-261-8429

Leave Blank (NARA Use Only)

Job Number
NI-059-10-20

Date Received
8/5/2010

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
8 NOV 11

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 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 Thian

Title
Agency Records Officer

Date (mm/dd/yyyy)
08-03-2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

**Records Disposition Schedule
BUREAU OF DIPLOMATIC SECURITY
OFFICE OF DIPLOMATIC COURIER SERVICES**

Item 1 Policy Files

Description: Consists of files documenting the policies of the Diplomatic Courier Program

Includes correspondence, announcements, reports, policy memorandums, studies, surveys, directives, Quality Manual, and other documentation of the development and management of the Diplomatic Courier Program

Disposition: TEMPORARY Cut off when 5 years old Destroy when 25 years old or when superseded, whichever is later

DispAuthNo: Pending

Item 2 Policy Waiver Requests

Description: Consists of requests for policy exceptions created by Diplomatic Courier regional offices and submitted to the Diplomatic Courier Program Director for approval

Disposition: TEMPORARY Destroy when applicable policy is no longer in effect

DispAuthNo: Pending

Item 3 Agreements

Description: Consists of signed agreements with other U S government agencies and other clients for the provision of diplomatic courier services worldwide

Disposition: TEMPORARY Cut off at termination of agreement Destroy 2 years after agreement is terminated

DispAuthNo: Pending

~~**Item 4 Quality System Reports and Audit Records**~~ **WITHDRAWN**

~~**Description:** Includes action reports and internal quality audit records of the Diplomatic Courier Service~~

~~**Disposition:** TEMPORARY Cut off at end of calendar year. Destroy when 3 years old~~

~~**DispAuthNo:** Pending~~

Item 5 Program Files

Description: Consists of materials related to the projects and programs of the Diplomatic Courier Service, including staffing and organization, safety, opening and closing of courier posts, non-pro courier letters, monthly personnel utilization reports, and other related subjects

Disposition: TEMPORARY Cut off at end of calendar year Destroy when 3 years old

DispAuthNo: Pending (Supersedes NARA Job No N1-059-94-43, items 11 and 12)

Item 6 Newsletters

Description: Includes source materials and internal newsletter covering DS courier-related topics and items of interest to DS employees

Disposition: TEMPORARY Cut off at end of calendar year Destroy when 10 years old

DispAuthNo: Pending

Item 7 Pocket Reference Guide Materials

Description: Includes background materials and references for courier packet reference guide, sample documents, written guidance, and relevant correspondence

Disposition: TEMPORARY Cut off when new guide is issued Destroy when 10 years old

DispAuthNo: Pending

Item 8 Non-pro Courier Program Slides and Briefing Materials

Description: Non-professional couriers may be used to perform diplomatic courier functions when a professional courier is not available or in exigent circumstances. Briefing slides and other materials outline eligibility criteria for non-professional couriers, and the requirements for performance of this responsibility

Disposition: TEMPORARY Destroy when superseded, obsolete, or no longer needed

DispAuthNo: Pending

Item 9 Courier Travel System (CTS), Master File

Description: CTS is a web-based system that allows the Diplomatic Courier Service to schedule, process, and report on all courier trips worldwide in one system. The CTS manages master route schedules and courier trips, contains a budgeting system for tracking courier office expenses, includes a ticketing system that monitors used and unused tickets, and features a repository that includes data of past trips for review when future trips are being planned. The CTS facilitates the accurate and efficient reimbursement of travel expenses from other Federal agencies.

CTS content includes data on scheduling courier trips, ticketing, receiving material, courier trip preparation, material movement, material delivery, post-trip processing, courier time and attendance, trip reports, and cargo booking and payment data.

Disposition: TEMPORARY Destroy 3 years after trip is completed, or when no longer needed, whichever is later.

DispAuthNo: Pending (Supersedes NARA Job No N1-059-94-43, item 15)