

**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  
N1-059-10-20

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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**Disposition:** TEMPORARY Cut off when 5 years old Destroy when 25 years old or when superseded, whichever is later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**Disposition:** TEMPORARY Destroy when applicable policy is no longer in effect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)