

<b>Request for Records Disposition Authority</b> (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 Protection	
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	N1-059-11-11
Date Received	2/17/11
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	17 JUN 14
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 9 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) 2/9/2011
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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 GRS or Superseded Job Citation	10.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 Bureau of Diplomatic Security, Office of Protection - Dignitary Protection Division; Major Events Coordination Unit; and the Secretary's Detail Division		

**Records Disposition Schedule**  
**Bureau of Diplomatic Security**  
**Office of Protection**  
**(Dignitary Protection Division)**

**1. Dignitary Protection Invoices**

**Description:** Records on validation of invoices, vendor claims, and e-mail confirmation receipts sent to Charleston, SC within 30 days.

**Disposition:** Temporary. Destroy 7 years after final payment.

**DispAuthNo:** Pending

**2. Interagency Agreement and Funding Files**

**Description:** Consists of correspondence, memorandums, memorandums of understanding and other documentation on interagency agreements, hard copies of initial obligation and requests for protective services for Foreign Dignitaries and other types of services provided by the US Air Force and US Army. Includes military Air Force K-9 dog technician and trainer; and DOD explosive technicians. Other law enforcement agencies are the US Marshalls Service (USMS) and Bureau of Alcohol, Tobacco and Firearms (ATF); as well as funding records related to United Nations General Assembly (UNGA) involving the support of the USMS, ATF Site Solutions, U.S. Air Force, Explosive Ordinance Disposal (EOD) and K9 Explosive Detective Dogs (EDD) and many more.

**Disposition:** Temporary. Destroy signed original agreement and related documents 7 years after termination date of agreement, extension, or final act and final payment.

**DispAuthNo:** Pending

**3. Advice of Allotment Records (AOA)**

**Description:** Contains requests for funds to support protective details required for the USUN Ambassador. Funding provisions are scheduled for detail personnel, hotels, drivers, and vans/cars. Transfer of funds to support USUN Ambassador for protective details.

**Disposition:** Temporary. Destroy 6 years after detail is concluded.

**DispAuthNo:** Pending

**4. Official Vehicles Statements**

**Description:** Consists of Dignitary Protective (DP) employees' signed Official Vehicle Statements agreeing to adhere to the Department's policy on the usage of official vehicles worldwide.

**Disposition:** Temporary. Destroy 2 years after transfer of employee from DP.

**DispAuthNo:** Pending

**5a. SHIELD**

**Description:** Master File:

Shield is an information tracking system designed to track and maintain records of the Bureau of Diplomatic Security's protective details provided to various foreign and domestic dignitaries. Shield also tracks personnel and expenditures involved with protective details as well as the names of the dignitaries, locations, Department vehicles used, agents assigned to each detail, and a variety of costs.

**Disposition:** Temporary. Delete/destroy Master File data 25 years after event or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**5b. SHIELD**

**Description:** Inputs/Source Records.

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

**Disposition:** Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as backup to, the electronic records

**DispAuthNo:** GRS 20, items 2(a)(4)

**5c. SHIELD**

**Description:** System Backups and Tape Library Records:

Backup tapes maintained for potential system restoration in the event of a system failure or other Unintentional loss of data.

**Disposition:** Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

**DispAuthNo:** GRS 24, item 4(a)(1)

**5d. SHIELD**

**Description:** Documentation:

Documentation includes data systems specifications, file specifications, codebooks, records layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction by the GRS or a NARA-approved disposition schedule.

**Disposition:** Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

**DispAuthNo:** GRS 20, item 11(a)(1)

**6. Personal Service Contract (PSC) Files**

**Description:** Arranged by name of contractor. Files include copies of personnel files for Personal Service Contractors (PSC) hired to support protective services. Also included, but not limited to, correspondence related to, and copies of contracts.

**Disposition:** Temporary. Destroy 7 years after separation from employment.

**DispAuthNo:** Pending.

**7. Personal Service Contract (PSC) & 3<sup>rd</sup> Party Contractor Funding Files**

**Description:** Arranged by name of contractor. Files include copies of personnel files for Personal Service Contractors (PSC) and 3<sup>rd</sup> Party Contractors. Also included, but not limited to, purchase orders input into ARIBA System once information received from the DS/CAP and PSC Coordinators.

**Disposition:** Temporary. Destroy 7 years after separation from employment.

**DispAuthNo:** Pending.

**8. De-obligate Funding Files**

**Description:** Contains records of requests sent to the office of Uniform Protective Division, the U.S. Marshall Service, ATF, US Army, U.S. Air Force, Site Solutions and M9-Misc. Account to de-obligate/return funds to the Department of State that were not spent during any given protection detail or during United Nations General Assembly (UNGA).

**Disposition:** Temporary. Destroy 7 years after funds are returned.

**DispAuthNo:** Pending

**9. First Class and Business Class Memorandums**

**Description:** Action memorandums requesting authority to authorize DS Special Agents to travel in First Class or Business Class. Included are copies of DS 4087 forms which are to be uploaded into E2 Solutions information system.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** Pending

**10. Car Rental Records**

**Description:** Consists of direct-billing car rental agreements and tracking records on car rentals with Avis, Budget, and Hertz for Advance Agents.

**Disposition:** Temporary. Destroy 3 years after revision of authorization.

**DispAuthNo:** Pending

**11. Fully Armored Vehicles Files**

**Description:** Consists of a log tracking the use and whereabouts of fully armored vehicles used for domestic protective details. Files also include, but not limited to, correspondence between the Department and the manufacturers, Certificate of Origin for a Vehicle, Official Vehicle Statement, and form DS-1892 - Official Vehicle Report.

**Disposition:** Temporary. Destroy 3 years after vehicle has been returned to Defensive Equipment Armored Vehicles (DEAV) manufacturer.

**DispAuthNo:** Pending

**12. Cost Leased Vehicles Records**

**Description:** Consists for records relating to Base Year and Option Year contracts, supplies, services and cost of commercial leased unarmored vehicles for domestic services. Also included are Excel spreadsheets with the total costs of all option years.

**Disposition:** Temporary. Destroy 6 years after vehicle has been returned.

**DispAuthNo:** Pending

**13. Motor Vehicle Files**

**Description:** Correspondence and documentation regarding management of government-owned and commercially-leased motor vehicles for use by Diplomatic Security, including but not limited to, leasing, costs, maintenance, accident reports, claims, disposal and other related information.

a. Government-Owned

Temporary. Cutoff when motor vehicles are excess and/or transferred to GSA. Destroy 6 years and 3 months after the cutoff date.

b. Commercially Leased

Temporary. Cutoff when lease expired or terminated and/or vehicle exchanged. Destroy 5 years after the cutoff date, whichever is later.

**DispAuthNo:** Pending

**Records Disposition Schedule  
Bureau of Diplomatic Security  
Office of Protection  
(Major Events Coordination Unit)**

**14. DS Major Events Records**

**Description:** Consists of events records and reports to include, but not limited to, security planning for international athletic events, liaison between governments and department's DS Agents, physical security and protection for U.S. Government Olympics and tourists, Agent Expenditures Sheets, airfare, per diem, addendum to closing reports, vouchers, excel spreadsheets and other miscellaneous expenditures involving Diplomatic Security Agents' security details.

**Disposition:** Temporary. Cut off after each event. Destroy 5 years after cutoff.

**DispAuthNo:** Pending

**15. International Security Event Group (ISEG)**

**Description:** Consists of 20 agencies co-chaired by the (SCG) Chairperson by DS Major Events and includes monthly meeting with all U.S. agencies involved to determine resources needed for international events such as training and security protection.

**Disposition:** Temporary. Cut off after each event. Destroy 3 years after cutoff.

**DispAuthNo:** Pending

**16. Miscellaneous Events Records**

**Description:** Correspondence, memorandums and reports on unanticipated special athletic events.

**Disposition:** Temporary. Destroy 3 years after each event or when superseded.

**DispAuthNo:** Pending

**Records Disposition Schedule**  
**Bureau of Diplomatic Security**  
**Office of Protection**  
(Secretary's Detail Division)

**17. Trip Plan Folders**

**Description:** Records containing information on protective details for the Secretary's foreign and/or domestic trip plans to include, but not limited to, site visits, trip plans spreadsheets, level of security required, agents roster, correspondence and dates and agents' trip report summaries. Reports are filed by country.

**Disposition:** Temporary. Cut off at end of fiscal year. Destroy 3 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** Pending

~~**18. Standard Operations Procedures (SOP)**~~

~~**Description:** Consists of established standard operational procedures and guidance for conducting day-to-day official business within the office.~~

~~**Disposition:** Temporary. Cut off at end of calendar year. Destroy when superseded.~~

~~**DispAuthNo:** GRS 16, item 1~~

**19. Standard Operations Procedures (SOP)**

**Description:** Operational Notices including office directives for conducting official business and assigned duties.

**Disposition:** Temporary. Cut off at end of calendar year. Destroy when superseded.

**DispAuthNo:** Pending

**20. Passport Application Records**

**Description:** Contains documentation on diplomatic passports for Special Agents, requests for additional passport pages, issuance of additional passports, information on loss and/or stolen passports and passport services.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** Pending



**21. Secretary's Schedule Binder**

**Description:** Consists of the Secretary of State's daily schedule when located in the U.S.

**Disposition:** Temporary. Destroy at end of calendar year.

**DispAuthNo:** Pending

**22. Secretary's Approved Activities Binder**

**Description:** Contains information on the Secretary's past and present upcoming events.

**Disposition:** Temporary. Destroy at the end of the calendar year.

**DispAuthNo:** Pending

**23. Duty Schedule Binder**

**Description:** Consists of Special Agents' work schedules worldwide.

**Disposition:** Temporary. Destroy at end of calendar year.

**DispAuthNo:** Pending