

Request for Records Disposition Authority	
(See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Diplomatic Security Executive Directorate
3 Minor Subdivision	DS/EX/CFO/FP-FE Chief Financial Officer, Planning & Execution Divisions
4 Name of Person with whom to confer	5 Telephone (include area code)
Shelia A Prince	(202) 261-8428

Leave Blank (NARA Use Only)	
Job Number	N1-059-11-14
Date Received	2/28/11
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
27 Aug 11	

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 2 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	Title	Date (mm/dd/yyyy)
Tasha M Thian	Agency Records Officer	2/28/11

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

**Bureau of Diplomatic Security Executive Directorate
Office of the Chief Financial Officer
Records Disposition Schedule**

Financial Planning Division (DS/EX/CFO/FP)

1. Chief Financial Officer's Budget Correspondence Files

Description: Correspondence files documenting the Department's budget policy and procedures including internal procedures, routine administration, and other matters relating to Diplomatic Security budgetary activities

Disposition: Temporary Cut off at end of fiscal year. Destroy 5 years after cutoff

DispAuthNo:

2. Budget Apportionment Files

Description: Recordkeeping copies of Diplomatic Security budget estimates and justifications prepared by bureau and subordinates regarding worldwide allotment, obligations and expenditures

Disposition: Temporary Cut off when funding has been expended Destroy 7 years after cutoff

DispAuthNo:

3. Reimbursement Files

Description: Copies of reimbursements with other agencies, funding, justifications, payment information and other related documentation regarding Diplomatic Security activities

Disposition: Temporary Cut off at end of fiscal year Destroy 6 years and 3 months after cutoff

DispAuthNo:

Financial Execution Division (DS/EX/CFO/FE)

4. Miscellaneous Obligations

Description: Funds expended for obligations with one year expiration, trans codes, training, interagency agreements and other related documentation.

Disposition: Temporary Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is later

DispAuthNo:

Records Common To Both Divisions

5. Advice of Allotment

Description: Documentation of funds allocated for Diplomatic Security activities worldwide regarding travel, training, equipment, supplies and other related information that is maintained in the Budget Resource Management System (BRMS).

Disposition: Temporary Cutoff end of fiscal year Destroy 6 years and 3 months after cutoff

DispAuthNo: