

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	Bureau of Diplomatic Security
3 Minor Subdivision	DS/C/PSP/DEAV Defensive Equipment & Armored Vehicles Division
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	N1-059-11-17
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
4 JAN 2013	[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 324 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 [Signature]	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 - Countermeasures
Office Physical Security Program
Defensive Equipment & Armored Vehicles Division
Records Disposition Schedule**

- 1. Armored Vehicle – Purchasing Program Files**

Description: Documentation on vehicles procurement, GSA purchasing documentation and shipping information

Disposition: Temporary Cut off file at the end of each fiscal year Destroy one (1) year after vehicle is disposed of by Department of State

DispAuthNo: *Pending (Supersede N1-059-94-43, item 47a)*

- 2. Armored Vehicle – Program Files – Arrange by Vehicle ID Number**

Description: Documentation on vehicles and other related security equipment by serialized inventory or identification number, covering cars condition, maintenance, planning, requests for vehicle, and other related subjects

Disposition: Temporary Cut off file at the end of each fiscal year Destroy one (1) year after the Department of State disposed of the asset

DispAuthNo: *Pending (Supersede N1-059-94-43, item 47a)*

- 3. Armored Vehicle – Program Files – Arrange by Post**

Description: Documentation on vehicles and vehicle condition, including cables and reports on defensive equipment covering cars condition, and maintenance planning.

Disposition: Temporary. Cut off file at the end of each fiscal year. Destroy one (1) year after the Department of State disposed of the asset

DispAuthNo: *Pending (Supersede N1-059-94-43, item 47a)*

- 4. Armored Vehicle – Contracts**

Description: Copies of Award/Contract SF-26

Disposition: Temporary. Destroy 3 years after completion of contract.

DispAuthNo: *N1-059-94-43, item 49c*

- 5. Defensive Equipment – Program Files – Arranged by Procurement Request**

Description: Documentation on security equipment covering procurement of protective equipment and funding Memorandums, cables, and ARIBA orders covering security equipment.

Disposition: Temporary Destroy three (3) years after placement of order

DispAuthNo: *Pending (Supersede N1-059-94-43, item 47b(2))*

6. Defensive Equipment – Post Program Files – Domestic Offices

Description: Documentation on security equipment covering maintenance and product integrity Memorandums, inventories, and all historical documentation of firearms purchases and distribution. Copies of firearms transactions.

Disposition: Temporary. Cut off when firearm has been destroyed and/or melted down Destroy 25 years after cut off or when no longer needed, whichever is later.

DispAuthNo: *Pending*

7. Defensive Equipment – Firearms Control Files

Description: Documentation on security equipment covering maintenance and product integrity. Tracking database compiled regarding weapons information throughout it life cycle The database includes but limited to the make, model, serial number, name assigned security person, shipping and other related information

Disposition: Temporary. Cut off when firearm has been destroyed and/or melted down Destroy 25 years after cut off or when no longer needed, whichever is later

DispAuthNo: *Pending*

8. Defensive Equipment – Program Files - Arrange by Agent

Description: Documentation covering agents assigned duty firearms to include current location. Agent files, memorandums, messages, cables and other related materials

Disposition: Temporary Cut off file at the end of Agent's career with Department of State Destroy five (5) years after cut off

DispAuthNo: *Pending (Supersede N1-059-94-43, item 47b(1))*

9. Defensive Equipment – Post Program Files – Arrange by Overseas Post

Description: Documentation covering special protective equipment shipments, special equipment, supplies, and other related subjects. Includes but not limited to posts, individuals, posts covering agents, status reports, firearms inventories, emails, inventories, disposition, shipping data and other related information pertaining to supplies and equipment provided to post

Disposition: Temporary Cut off end of the calendar year Destroy three (3) years after cut off or when no longer needed, whichever is later.

DispAuthNo: *Pending*

10. Defensive Equipment – Procurement

Description: Documentation on security equipment covering maintenance, procurement,

product integrity, protective equipment, shipments, special equipment, storage, supplies and other related subjects Including copies of award/contract SF 26.

Disposition: Temporary Destroy three (3) years after completion of contract

DispAuthNo: *Pending*

11. Defensive Equipment – Equipment Requisitions – Arranged by Location.

Description: Documentation includes but not limited to emails, cables, memos, work orders and other related subjects covering requests for expendable and non-expendable equipment for domestic and overseas security officers from DS/PSP/DEAV Special Protective Equipment catalogue

Disposition: Temporary. Cut off at the end of calendar year Destroy three (3) years after cut off.

DispAuthNo: *Pending*