

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	Countermeasures Directorate Front Office DS/C
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	N1-059-11-18
Date Received	2/28/11
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
2/28/11	<i>[Signature]</i>

**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 <i>[Signature]</i>	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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		

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**Bureau of Diplomatic Security  
Office of Countermeasures Directorate (DS/C)**

**1 Countermeasures Front Office Chronological Files**

**Description:** Files copies of incoming and outgoing correspondence reviewed and/or signed by the DS/C Deputy Assistant Secretary Includes but not limited to memorandums, internal instructions, reports other related documentation regarding security countermeasure issues

**Disposition:** Temporary Cutoff end of the calendar year Destroy 5 years after cutoff or when no longer needed, whichever is later

**DispAuthNo:**

**2 Countermeasures – Bureau Files**

**Description:** Memorandums, reports and other related documentation regarding countermeasures and security matters relating to construction by Bureau of Overseas Buildings Operations (OBO)

**Disposition:** Temporary Cutoff annually Destroy 5 years after cutoff or when no longer needed, whichever is later

**DispAuthNo:**

**3 Countermeasures – Country Files**

**Description:** Memorandums, reports, correspondence, briefings, security issues covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related documentation. Maintained by posts.

**Disposition:** Temporary Cutoff annually Destroy when 7 years old or when no longer needed, whichever is later.

**DispAuthNo:**

**4 Weekly Activities Report**

**Description:** File contains compilation of weekly activities of the Countermeasures Divisions (DS/C/PSP, DS/C/ST and DS/C/DC) that submitted to Diplomatic Security Assistant Secretary Arranged chronologically

**Disposition:** Temporary Cutoff at end of calendar year Destroy 3 years after cutoff

**DispAuthNo:**

5

**Countermeasures - Budget Files**

**Description:** Cost statements, rough data and similar materials accumulated in the preparation of budget estimates and justification, formulations and other related documentation.

**Disposition:** Temporary. Cutoff annually. Destroy 7 years after cutoff

**DispAuthNo:**