

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0084-2015-0001**

Schedule Status                      **Approved**

  

Agency or Establishment              **Foreign Service Posts**

Record Group / Scheduling Group      **Records of the Foreign Service Posts of the Department of State**

Records Schedule applies to              **Major Subdivision**

Major Subdivision                      **All Foreign Service Posts**

Schedule Subject                      **Records Schedule is Applicable for All Foreign Service Posts that include Principal, Deputy Principal, Political, and Economic Officers/ Sections.**

Internal agency concurrences will be provided      **No**

  

Background Information                      **Records Schedule items submitted to establish media neutral designation.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	10	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0084-2015-0001

Sequence Number	
1	<b>Economic Section Files</b>
1.1	Economic Program Files Disposition Authority Number: DAA-0084-2015-0001-0001
1.2	Telegrams - Post to Post Disposition Authority Number: DAA-0084-2015-0001-0002
1.3	Telegrams - Annotated Disposition Authority Number: DAA-0084-2015-0001-0003
1.4	Telegrams Unannotated Disposition Authority Number: DAA-0084-2015-0001-0004
2	<b>Principal Officers</b>
2.1	Principal Officer Program Files Disposition Authority Number: DAA-0084-2015-0001-0005
2.2	Chronological Files Disposition Authority Number: DAA-0084-2015-0001-0006
3	<b>Deputy Principal Officers</b>
3.1	Deputy Principal Officer Program Files Disposition Authority Number: DAA-0084-2015-0001-0007
3.2	Chronological Files Disposition Authority Number: DAA-0084-2015-0001-0008
4	<b>Political Section Files</b>
4.1	Political Program Files Disposition Authority Number: DAA-0084-2015-0001-0009
4.2	Telegrams - Post to Post Disposition Authority Number: DAA-0084-2015-0001-0010
4.3	Telegrams - Annotated Disposition Authority Number: DAA-0084-2015-0001-0011
4.4	Telegrams - Unannotated Disposition Authority Number: DAA-0084-2015-0001-0012

Records Schedule Items

Sequence Number	
1	<p><b>Economic Section Files</b> Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.</p>
1.1	<p><b>Economic Progam Files</b> Disposition Authority Number      DAA-0084-2015-0001-0001</p> <p>All material other than telegrams, including correspondence, memorandums, notes, official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-84-97-1, item 6a</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Block annually.</p> <p>Transfer to Inactive Storage          Retire to Records Service Center (RSC) when 1 year old.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives when 25 years old.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown Date span of initial transfer is unknown at this time.</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 25 Years</p>
1.2	<p><b>Telegrams - Post to Post</b> Disposition Authority Number      DAA-0084-2015-0001-0002</p>

**Post to post telegrams not transmitted to the Department.**

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-84-97-1, item 6b(1)

**Disposition Instruction**

Cutoff Instruction Block annually.

Transfer to Inactive Storage Retire to RSC when 1 year old.

Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Date span of the initial transfer is unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

1.3

**Telegrams - Annotated**

Disposition Authority Number DAA-0084-2015-0001-0003

**Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.**

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-84-97-1, item 6b(2)

**Disposition Instruction**

Cutoff Instruction                      **Block annually.**

Transfer to Inactive Storage              **Retire to RSC when 1 year old.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives when 25 years old.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      **Unknown**  
**Date span of initial transfer is unknown at this time.**

How frequently will your agency transfer these records to the National Archives?      **Every 25 Years**

1.4

**Telegrams Unannotated**

Disposition Authority Number              **DAA-0084-2015-0001-0004**

**Copies of incoming and outgoing telegrams with the Department, not annotated.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?              **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

GRS or Superseded Authority Citation      **N1-84-97-1, item 6b(3)**

**Disposition Instruction**

Cutoff Instruction                      **Block annually.**

Retention Period                      **Destroy/Delete when 1 year old or sooner. DO NOT RETIRE.**

**Additional Information**

GAO Approval                              **Not Required**

2

**Principal Officers**

**Includes files of all Principal Officers and Acting Ambassadors, Charges dAffaires, Charges dAffaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.**

2.1

### Principal Officer Program Files

Disposition Authority Number      DAA-0084-2015-0001-0005

**Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained by or for the direct use of principal officers at each post.**

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

GRS or Superseded Authority Citation      N1-84-97-1, item 1

### Disposition Instruction

Cutoff Instruction                      Cut off at the end of incumbent tenure at post.

Transfer to Inactive Storage              Retire to RSC at the end of the calendar year after the tenure ends.

Transfer to the National Archives for Accessioning      Transfer to the National Archives when 25 years old.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
Date span of the initial transfer is unknown at this time.

How frequently will your agency transfer these records to the National Archives?      Every 25 Years

2.2

### Chronological Files

Disposition Authority Number      DAA-0084-2015-0001-0006

**Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained for the direct use of principal officers at each post.**

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-084-97-1, item 2**

**Disposition Instruction**

Cutoff Instruction **Cut off at end of the incumbent tenure at post.**

Transfer to Inactive Storage **Retire to RSC at the end of the calendar year after the tenure ends.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives when 25 years old.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Date span of the initial transfer is unknown at this time.**

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

**3 Deputy Principal Officers**  
**Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.**

**3.1 Deputy Principal Officer Program Files**

Disposition Authority Number **DAA-0084-2015-0001-0007**

**Arranged by subject. Consists of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained by or for the direct use of deputy principal officers at each post.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-084-97-1, item 3**

**Disposition Instruction**

Cutoff Instruction	Cut off at the end of incumbent tenure at post.
Transfer to Inactive Storage	Retire to RSC at the end of the calendar year after the tenure ends.
Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of the initial transfer is unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

3.2

**Chronological Files**

Disposition Authority Number      DAA-0084-2015-0001-0008

Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained for the direct use of deputy principal officers at each post.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-084-97-1, item 4

**Disposition Instruction**

Cutoff Instruction	Cut off at the end of the incumbent tenure at post.
Transfer to Inactive Storage	Retire to RSC at the end of the calendar year after the tenure ends.
Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old.

**Additional Information**



What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Date span of the initial transfer is unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

4

**Political Section Files**

Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

4.1

**Political Program Files**

Disposition Authority Number **DAA-0084-2015-0001-0009**

All material other than telegrams, including correspondence, memorandums, notes, official-informal, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-084-97-1, item 5a**

**Disposition Instruction**

Cutoff Instruction **Block annually.**

Transfer to Inactive Storage **Retire to RSC when 1 year old.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives when 25 years old.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
Date span of the initial transfer is unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

4.2

**Telegrams - Post to Post**

Disposition Authority Number      **DAA-0084-2015-0001-0010**

**Post to post telegrams not transmitted to the Department.**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

GRS or Superseded Authority Citation      **N1-084-97-1, item 5b(1)**

**Disposition Instruction**

Cutoff Instruction      **Block annually.**

Transfer to Inactive Storage      **Retire to RSC when 1 year old.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives when 25 years old.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      **Unknown**  
**Date span of the initial transfer is unknown at this time.**

How frequently will your agency transfer these records to the National Archives?      **Every 25 Years**

4.3

**Telegrams - Annotated**

Disposition Authority Number      **DAA-0084-2015-0001-0011**

**Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

GRS or Superseded Authority Citation N1-084-97-1, item 5b(2)

**Disposition Instruction**

Cutoff Instruction Block annually.

Transfer to Inactive Storage Retire to RSC when 1 year old.

Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Date span of the initial transfer unknown at this time.

How frequently will your agency transfer these records to the National Archives? Every 25 Years

**4.4 Telegrams - Unannotated**

Disposition Authority Number DAA-0084-2015-0001-0012

**Copies of incoming and outgoing telegrams with the Department, not annotated.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-084-97-1, item 5b(3)

**Disposition Instruction**

Cutoff Instruction Block annually.

Retention Period Destroy when 1 year old or sooner. DO NOT RETIRE.

**Additional Information**

GAO Approval Not Required

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
06/02/2015	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/16/2017	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist