

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Economic Section Files
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	Principal Officers
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	Deputy Principal Officers
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	Political Section Files
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 Program Files</b> Disposition Authority Number      DAA-0084-2015-0001-0001  All material other than telegrams, including correspondence, memorandums, notes, official-informals, 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      N1-84-97-1, item 6a  Disposition Instruction Cutoff Instruction                      Block annually. Transfer to Inactive Storage          Retire to Records Service Center (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</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)

1.4

#### 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

#### Telegrams Unannotated

Disposition Authority Number	DAA-0084-2015-0001-0004
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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
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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	<b>Political 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.	
4.1	<b>Political Program Files</b> 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
	<b>Disposition Instruction</b>	
	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.
	<b>Additional Information</b>	
	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