



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2017-0002

Status: INACTIVE  
Date Approved: 06/21/2017

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Records Schedule Number: DAA-0490-2017-0002

Status: INACTIVE  
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Outline of Records Schedule Items for DAA-0490-2017-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Office of Global Operations Program Files - Significant Program Records	Permanent
0002	Office of Global Operations Administrative / Routine Records	Temporary

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Records Schedule Number: DAA-0490-2017-0002

Status: INACTIVE  
Date Approved: 06/21/2017

Records Schedule Items

DAA-0490-2017-0002-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of Global Operations Program Files - Significant Program Records
Item Description	Policies, procedures, assessments, analyses, survey results, project presentations, and reports. Includes records such as the New Country Entry Guide, Country Status Reports, Memos to the Field, Field Advisory Board recommendations, and other records directing the activities of sub-offices and posts. Also includes policy and best practices recommendations proposed to senior management, whether adopted or not.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0490-2021-0003-0001 on 10/02/2023.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0490-2017-0002-0002	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of Global Operations Administrative / Routine Records

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Item Description	Records include administrative and program support documents, discussions, and working records, including routine correspondence, drafts, and working files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0490-2021-0003-0002 on 10/02/2023.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	11/30/2016
Approve	David Ferriero	06/21/2017