

### Request for Records Disposition Authority

Records Schedule Number      DAA-0059-2014-0021  
Schedule Status                Approved

Agency or Establishment        Department of State  
Record Group / Scheduling Group    General Records of the Department of State  
Records Schedule applies to        Major Subdivision  
Major Subdivision                Bureau of Energy Resources  
Minor Subdivision                Office of Electricity and Energy Efficiency  
Schedule Subject                Records for the Office of Electricity and Energy Efficiency (ENR/ETR/EEE)  
Internal agency concurrences will be provided      No

Background Information

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3                                 | 0                                     | 3                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2014-0021

| Sequence Number |  |
|-----------------|--|
| 1               | Regional/Country Files<br>Disposition Authority Number: DAA-0059-2014-0021-0001                    |
| 2               | Working Files<br>Disposition Authority Number: DAA-0059-2014-0021-0002                             |
| 3               | Front Office Routine Correspondence Files<br>Disposition Authority Number: DAA-0059-2014-0021-0003 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="365 412 690 449"><b>Regional/Country Files</b></p> <p data-bbox="365 463 1149 500">Disposition Authority Number      <b>DAA-0059-2014-0021-0001</b></p> <p data-bbox="365 514 1495 704"><b>Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.</b></p> <p data-bbox="365 719 927 755">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 770 862 806">Item Status                              <b>Active</b></p> <p data-bbox="365 821 829 857">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="365 872 813 995">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="365 1032 678 1068"><b>Disposition Instruction</b></p> <p data-bbox="365 1089 1292 1125">Cutoff Instruction                      <b>Cutoff at the end of the calendar year.</b></p> <p data-bbox="365 1140 1401 1215">Retention Period                      <b>Destroy 7 years after cutoff or when no longer needed, whichever is later.</b></p> <p data-bbox="365 1251 678 1287"><b>Additional Information</b></p> <p data-bbox="365 1308 959 1344">GAO Approval                          <b>Not Required</b></p> |
| 2               | <p data-bbox="365 1366 565 1402"><b>Working Files</b></p> <p data-bbox="365 1417 1157 1453">Disposition Authority Number      <b>DAA-0059-2014-0021-0002</b></p> <p data-bbox="365 1468 1500 1657"><b>Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.</b></p> <p data-bbox="365 1672 927 1708">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 1723 862 1759">Item Status                              <b>Active</b></p> <p data-bbox="365 1774 829 1810">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="365 1825 813 1887">Do any of the records covered by this item currently exist in      <b>No</b></p>   |

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electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar.

Retention Period                      Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

**Additional Information**

GAO Approval                      Not Required

**Front Office Routine Correspondence Files**

Disposition Authority Number      DAA-0059-2014-0021-0003

Contain cables, memorandums, reports and other related correspondence reflecting developing global power markets that drive private demand and finance for energy infrastructure, power technologies and fuels that will transform the ways nations use and produce energy, help diversify energy supply, reduce pollution and address climate change that reflect formulation, coordination and implementation of policies.

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

**Disposition Instruction**

Cutoff Instruction                      Cutoff at the end of the calendar year.

Retention Period                      Destroy 3 years after cutoff or when no longer needed, whichever is later.

**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  |
|------------|--------------------------|----------------------|---|---|
| 09/10/2014 | Certify                  | William Fischer      | Agency Records Officer                        | Administration - A/GIS/IPS/RA   |
| 06/11/2015 | Return for Revision      | Andrea Shahmohammadi | Appraisal Archivist                           | National Archives and Records Administration - Electronic and Special Media Records Services Divi |
| 10/05/2015 | Submit For Certification | Shelia Prince        | Program Analyst                               | A/GIS - A/GIS/IPS/RA  |
| 10/09/2015 | Certify                  | William Fischer      | Agency Records Officer                        | Administration - A/GIS/IPS/RA   |
| 10/20/2015 | Submit for Concurrence   | Lisa Clavelli        | Supervisor, ACNR Appraisal Team 2             | National Archives and Records Administration - Records Management Services                        |
| 10/21/2015 | Concur                   | Margaret Hawkins     | Director of Records Management Services       | National Records Management Program - ACNR Records Management Services                            |
| 10/22/2015 | Concur                   | Laurence Brewer      | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program                |
| 10/26/2015 | Approve                  | David Ferriero       | Archivist of the United States                | Office of the Archivist - Office of the Archivist   |