

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-059-11-3	Date Received 10/25/10
1 From (Agency or establishment) Department of State		Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Office of International Programs Directorate			
3 Minor Subdivision Office of Regional Directors		Date 21 Feb 13	Archivist of the United States 
4 Name of Person with whom to confer Lois Chichester	5 Telephone (include area code) 202 663-2776		

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 4 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 Tasha M. Thian 	Title Agency Records Officer	Date (mm/dd/yyyy) 10/18/2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 for the Office of Regional Directors		

Bureau of Diplomatic Security
Office of International Programs Directorate
Office of Regional Directors
(DS/IP/RD)
Records Disposition Schedule

1. Memorandums to Deputy Assistant Secretary (DAS)

Description: Copies of International Program Directorate (IP) Action Memorandums and Information Memorandums to the DAS on a variety of domestic and overseas subject matters related to, but not limited to, IP realignments; IP operations; Post Security Program Reviews; IP security tasks and responsibilities; IP travel; IP WAEs; space plans; funding; staffing; construction; expenditures over and under \$500; technical support for pilferable property; policy decisions and other budget issues.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old or when no longer needed, whichever is later.

DispAuthNo: Pending

2. DS/IP/RD Responses to Regulatory Agencies Files

Description: Consists of a compilation of minutes, inquiries and responses, notes, working files and copies of final reports from the Office of Inspector General (OIG), the General Accounting Office (GAO) and the ~~Commission on Wartime Contracting (CWC)~~ providing information on U.S. embassy security contracts in Afghanistan and Iraq, audits of the design and construction of the new embassy compounds, and detailed information GAO engagements/assignments for Iraq Reconstruction.

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A) Record Copy (electronic)

Disposition: Temporary. Cut off in year in which signed. Transfer to RSC and destroy when 7 years old.

DispAuthNo: Pending

3. International Program's (IP) Property Records

Description: Consists of domestic inventory files from 2002 to present on all of IP supplies and equipment to include, but not limited to, pilferable property over \$500 (bar-coded) and property that can be pilfered under than \$500, and an annual log of purchases.

Disposition: Temporary. Cut off at end of fiscal year. Destroy 7 years after cutoff or when GAO audit is completed.

DispAuthNo: Pending

4. Communications Equipment Tracking Files

Description: Consists of a list of all office laptops, FOBs, cell phones, etc. issued as well as signed User Briefing/Acknowledgement Forms and User Agreement for Official Use forms.

Disposition: Temporary. Destroy after items determined to be exceeded.

DispAuthNo: Pending

5. DS/IP/RD Post Security – Program Review Files

Description: Correspondence, memorandums, and inspection reports on post security activities covering ambassador briefings, crisis management, local guards, RSO travel, Post Security Program Reviews, security committees and groups, surveys, U.S. Marines, and other related subjects.

Disposition: Temporary. Destroy when superseded.

DispAuthNo: Pending. Supersedes N1-059-94-43, item 85

6. Communications Security Inventory Records

Description: Contains logs and forms on communications security equipment to include, but not limited to, transmissions, transactions, inventory, destruction, change of custodian, possession, unit security officers and other related subjects.

Disposition: Temporary. Cut off at end of calendar year. Destroy one year after cutoff.

DispAuthNo: Pending.

7. Weekly Activity Reports Files- Arrange by Post

Description: Weekly Activity Reports on security received from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.

Disposition: Temporary. Cut off file at end of calendar year. Destroy 1 year after cutoff.

DispAuthNo: Pending. Supersedes N1-059-94-43, item 83