

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-084-10-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/18/2021

ACTIVE ITEMS

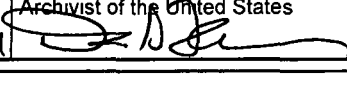

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 8 is superseded by GRS 5.5, item 020 (DAA-GRS-2016-0012-0002)

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 N1-084-10-01	
1 From (Agency or establishment) U S Department of State		Date Received 11/25/2009	
2 Major Subdivision Bureau of Diplomatic Security		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision Office of Diplomatic Courier Service			
4 Name of Person with whom to confer Lorraine Silva	5 Telephone (include area code) 202-261-8459	Date 23 August 2011	Archivist of the United States 
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 <u>7</u> 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 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested </div>			
Signature of Agency Representative Tasha M. Thian 		Title Agency Records Officer	Date (mm/dd/yyyy) 11/18/09
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		

Chapter 08 Bureau of Diplomatic Security

Section 005 (new) Diplomatic Courier Service

Records Disposition Schedule

1. Diplomatic Courier Post Program Files

Description: Consists of files maintained by regional and hub courier posts dealing with non-operational issues. Includes funding and fiscal/activity reports, trip reports, policies, procedures and guidelines, supplies, projects, arrangements for courier services, and other areas related to program management. File by subject.

Disposition: Temporary. Cut off file at end of calendar year. Destroy when 2 years old or no longer needed.

DispAuthNo: Pending (new)

2. Diplomatic Mail and Pouch Operations Files

a. Agreements.

Description: Files maintained by regional and hub courier offices consisting of copies of agreements with other U.S. government agencies or other customers for the provision of courier services abroad.

Disposition: Temporary. Cut off at termination of agreement. Destroy 2 years after agreement is terminated.

DispAuthNo: Pending (New)

2. Diplomatic Mail and Pouch Operations Files

b. Subject files.

Description: Files maintained by regional and hub courier offices consisting of telegrams, correspondence, and other documentation related to specific courier missions/channels. Includes airline routes and schedules, mail and pouch operations, customs, costs, guidelines, liaison, mail, military postal services, policies, supplies, transportation, pouch authorized customers, prohibited items, deliveries, receipts, tracking actions, transfers, statistics, and other related material.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old.

DispAuthNo: Pending. Supersedes NARA Job II-NNA-3, item 17.

3. Mission Related Courier Schedules and Itineraries

Description: Consists of files maintained by regional and hub offices and filed by mission/route. The files include courier post schedules, mission briefing sheets, courier itineraries, and related information.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 5 years old or sooner if no longer needed.

DispAuthNo: Pending. Supersedes NARA Job No. NNA-3, item 14.

4. Courier Checklists

Description: Consists of copies of checklists used by couriers to prepare for courier trips.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 1 year old.

DispAuthNo: Pending. Supersedes NARA Job No. NNA-3, item 15.

5. Official Courier Letters

Description: Consists of copies of official letters of appointment signed by the Secretary of State. Includes supporting documentation. Couriers are required to return their letter of appointment upon termination of their employment as a courier. Filed by name of courier. (Covered by SORN State-36.)

Disposition: Temporary. Place in inactive file upon termination of employment as a courier. Destroy 1 year after termination of employment as a courier.

DispAuthNo: Supersedes NARA Job No. NNA-3, item 16.

6. Diplomatic Courier Trip Reports

Description: Consists of copies of completed Diplomatic Courier Trip Reports (Form FS-400) and pouch registration and receipt forms (DS-7600). When applicable, also includes copies of Proxy Inventory for Courier-Accompanied Pouches (DS-1878). Filed by mission.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old.

DispAuthNo: Supersedes NARA Job No. II-NNA-3, item 8.

7. Official Courier Accompanied Pouch Charges

Description: Consists of copies of form FS-452, Official Courier Accompanied Pouch Charges, and related documentation covering airline regulations, excess baggage charges, payments, shipping receipts, and other items related to charges incurred for pouch transport Filed by mission.

Disposition: Temporary Cut off upon completion of courier trip Destroy 3 years after completion of courier trip, or when no longer needed

DispAuthNo: Pending (New)

8. Pouch Invoices

Description: Consists of copies of Form DS-3082, Pouch Invoice Form lists items that have been placed in the individual pouch Filed by mission

Disposition: Temporary Cut off at end of calendar year Destroy when 3 years old

DispAuthNo: Supersedes NARA Job No II-NNA-3, item 10

9. Missing Pouch Files

Description: Consists of case files on "out of control" pouches These are pouches that may have been compromised for some reason during transport Department procedures outline a notification process that precedes an investigation Files include courier statements, copies of notifications telegrams, and other supporting documentation Investigative file is maintained by the Regional Security Office

Disposition: Temporary Cut off at end of calendar year Destroy 5 years after date of last action

DispAuth No: Pending (New)

10. Diplomatic Courier Passport and Visa Files

a. Government Employees.

Description: Consists of individual files on each courier that include the courier's diplomatic passport when not in use, and documentation on acquisition of the passport and diplomatic visas required for courier assignments Filed by courier name Covered by SORN STATE-36

Disposition: Temporary Cut off upon termination of employment as a courier Destroy 1 year after termination of employment as a courier

DispAuthNo: Pending (New)

10. Diplomatic Courier Passport and Visa Files

b. Contract Employees.

Description: Consists of documentation and information concerning When-Actually-Employed (WAE) contract couriers, including copies of contracts (original is maintained in the official contract file), appointment letters, and all travel-related items, including diplomatic passport, when not in use, copies Government Travel Requests, vouchers, receipts, etc , and correspondence related to assignments, acquisition of visas for courier trips, etc Filed by courier name Covered by SORN STATE-36

Disposition: Temporary Cut off when courier contract is terminated Destroy 1 year after contract is terminated

DispAuthNo: Pending (New)

11. Authorization Request for Business Class Air Travel

Description: Consists of copies of requests, authorizations, orders, obligating documents, related papers, and copies of Form DS-4087, Authorization Request for Business Class Air Travel Filed chronologically

Disposition: Temporary Cut off at end of calendar year Destroy when 7 years old

DispAuthNo: Pending (New)

12. Routine Program Travel Files

a. Travel Program Files.

Description: Consists of communications regarding travel arrangements for individual missions/routes, including arrivals, visits and departures of travelers, information on travel orders, hotel accommodations, conference details, assignment of space, correspondence with transportation companies and hotels regarding travel and accommodations for official travelers, and card indexes to the travel correspondence file Files are maintained by post personnel who arrange travel for couriers, and are used for reference purposes only

Disposition: Temporary Cut off at end of calendar year Destroy when 1 year old or when no longer needed for reference purposes

DispAuthNo: Pending (New)

12. Routine Program Travel Files

b. Temporary Duty (TDY) Official Travel Authorization Files.

Description: Consists of reference copies of travel requests, authorizations, orders, obligating documents and related forms such as the JF-144, Temporary Duty (TDY) Official Travel Authorization forms and supporting documents Filed by mission.

Disposition: Temporary Cut off at end of calendar year Destroy when 1 year old or when no longer needed for reference purposes

DispAuthNo: Pending (New)

12. Routine Program Travel Files

c. Transportation Request Files.

Description: Consists of reference copies of Transportation Request forms (SF-1169) and supporting documents Filed by courier mission Official copies are kept by the General Services Office

Disposition: Temporary Cut off at end of calendar year Destroy when 1 year old or when no longer needed for reference purposes

DispAuthNo: Pending (New)

13. Special Mission Support Files

Description: Consists of reference copies of official forms, travel orders, vouchers, registers, correspondence and other documentation concerning courier support and services furnished to customers on a reimbursable basis that are used for budget and program management purposes Originals are maintained in official financial files

Disposition: Temporary Cut off at end of calendar year Destroy when 3 years old or when no longer needed for reference purposes

DispAuthNo: Pending (New)

14. Vendor Contract Files

Description: Consists of reference copies of contracts for performance of various services related to the diplomatic courier program at a location, such as escorts, trucking, equipment and supplies Contracts may be for one-time or regular services, and are filed by vendor name Originals are maintained by the Contracting Office

Disposition: Temporary Cut off when contract is terminated Destroy 1 year after termination of contract

DispAuthNo: Pending (New)

15. Security Forms for File Cabinets and Vaults

Description: Consists of forms such as Security Container Information (SF-700) and Security Container Check Sheet (SF-702) used to record access to unclassified sensitive, administratively controlled or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers vaults, controlled access areas and facilities Filed by form type

Disposition: Temporary Destroy one year after last date entered on sheet/form

DispAuthNo: Pending (New)

16. Construction Files

Description: Consists of construction evaluation and review files arranged by post or geographic area Files include copies of small construction drawings, telegrams, requests for review, comments, post-specific information and other material related to new construction or improvements in support of courier operations, e g , vaults or loading docks Master files on construction contracts are maintained by the General Services Office

Disposition: Temporary Destroy when no longer needed for reference purposes

DispAuthNo: Pending (New)

17. Equipment Management Files

Description: Consists of copies of orders, receipts, documentation on maintenance, inspection and related activities for operational and post support equipment, e g , forklifts, lift trucks, and rollers Original files are maintained by the post General Services Office

Disposition: Temporary Cut off when equipment has been disposed of Destroy 3 years after disposal of equipment

DispAuthNo: Pending (New)

18. Copies of Requisitions for Pouch Supplies

Description: Consists of copies of requisitions pertaining to the supply and maintenance of diplomatic courier pouches, seals, and ancillary supplies Original files are maintained by the post General Services Office

Disposition: Temporary Destroy one year after equipment is purchased or when no longer needed for reference purposes

DispAuthNo: Supersedes NARA Job No II-NNA-3, item 19

19. Vehicle Files - U.S. Government Owned

a. Vehicle Registration Files.

Description: Consists of copies of records pertaining to the registration of U S Government-owned vehicles purchased for the courier program, and correspondence with the Foreign Office, prefecture of police or automobile organization These files are maintained for program management purposes Originals of these records are maintained by the General Services Office

Disposition: Temporary Cut off when vehicle is disposed of Destroy 3 years after the vehicle is disposed of

DispAuthNo: Pending (New)

19. Vehicle Files - U.S. Government Owned

b. Vehicle Acquisition and Disposition Files.

Description: Consists of copies of documents related to the purchase and disposal of vehicles for the courier program Includes bids, sales agreements, certificates of award, etc These files are maintained for program management purposes Originals of these records are maintained by the General Services Office

Disposition: Temporary Cut off when vehicle is disposed of Destroy 3 years after disposal of vehicle

DispAuthNo: Pending (New)

19. Vehicle Files - U.S. Government Owned

c. Vehicle Inventory Report.

Description: Consists of spreadsheet showing inventory of current courier post vehicle fleet

Disposition: Temporary Delete when updating is completed or no longer needed

DispAuthNo: Pending (New)

Revised 02/18/2011 (corrected references)
A/GIS/IPS/RA ALMurray