

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2014-0005**
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 Public Affairs**
Minor Subdivision **Office of the Historian**
Schedule Subject **Records regarding Office of the Historian's Oral History Program**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0005

Sequence Number	
1	Oral History Program
1.1	Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms Disposition Authority Number: DAA-0059-2014-0005-0001
1.2	Oral History Background/Research Materials Disposition Authority Number: DAA-0059-2014-0005-0002

Records Schedule Items

Sequence Number											
1	<p>Oral History Program Oral history is a method of gathering and preserving historical information through recorded interviews with participants in past events and social business organizations. It can also be said that oral history is a disciplined conversation between two people about some aspect of the past considered to be of historical significance and intentionally recorded. An oral history can reveal “the story beneath the story,” social history, memories of a specific event, or document the career of a noteworthy individual. The Department of State (DOS) Oral History Program interviews DOS employees and former employees and other officials who influence U.S. foreign policy. The interviewer gathers background information to develop interview questions and ensure that the information that the information provided by the interviewee is accurate. The interview results in the creation of audio or video recording. Transcripts are created for most interviews. Interviewees must sign a Legal Release Form and Deed of Gift agreement. These agreements may contain restrictions on the availability of audio and/or video recordings and instructions regarding how such materials may be used. Background/research materials provide the basis and foundation for conducting the interview and may be referred to by the interviewer to ensure that answers to questions are as comprehensive and accurate as possible.</p>										
1.1	<p>Oral History Audio or Video Recordings, Legal Release and Deed of Gift Forms Disposition Authority Number DAA-0059-2014-0005-0001</p> <p>The voice and/or video recordings of actual interviews conducted, accompanied by the corresponding written transcripts and any agreements with the interviewee, setting specific handling requirements for releasing and lending, as well as any restrictions on access to the oral history interviews or transcripts. The recording medium may vary, depending on technology, as may the length and purpose of the interview.</p> <table data-bbox="350 1489 826 1915"> <tr> <td>Final Disposition</td> <td>Permanent</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>No</td> </tr> </table> <p>Disposition Instruction</p>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	No
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?	Yes										
Do any of the records covered by this item exist as structured electronic data?	No										

Cutoff Instruction	Cut off at end of calendar year.
Transfer to Inactive Storage	Transfer to the Electronic Records Service Center (eRSC) for inactive storage in blocks of 2 years, 5 years after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

First year of records accumulation	2011
What will be the date span of the initial transfer of records to the National Archives?	Unknown The program began on/about 2011. Since this is a relatively new program the date span may be 2011-2036.
How frequently will your agency transfer these records to the National Archives?	Every 25 Years

1.2

Oral History Background/Research Materials

Disposition Authority Number	DAA-0059-2014-0005-0002
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Information gathered from various resources used to construct questions or provide the basis for a particular interview.

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

Retention Period	Destroy when no longer needed for administrative and research purposes.
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Additional Information

GAO Approval	Not Required
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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
10/25/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
12/05/2013	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
01/10/2014	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
01/10/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/18/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist