

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0026
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 International Security and Nonproliferation
Minor Subdivision Office of Export Control Cooperation
Schedule Subject Records of the Office of Export Control Cooperation (ISN/ECC)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0026

Sequence Number	
1	Office Program Files Disposition Authority Number: DAA-0059-2014-0026-0001
2	Bilateral, Regional and Multilateral Activity Files Disposition Authority Number: DAA-0059-2014-0026-0002
3	Conference Files Disposition Authority Number: DAA-0059-2014-0026-0003
4	Training Event Files Disposition Authority Number: DAA-0059-2014-0026-0004

Records Schedule Items

Sequence Number	
1	<p>Office Program Files</p> <p>Disposition Authority Number DAA-0059-2014-0026-0001</p> <p>Records related to the directing and carrying out of the program functions and responsibilities of the Office of Export Control Cooperation. These files include, but are not limited to, policy; procedures; strategic plans and planning documentation; activity reports, including the calendar documenting activities worldwide; combined property donations list; reports and guidance to the field, including documentation to program advisors and their assistants; meeting and briefing materials; position papers; talking points; program reviews; supporting trip materials for the Assistant Secretary or Deputy Assistant Secretary; all applicable documentation of the office director and deputy director in their role of directing and carrying out the policy, program functions and responsibilities of the office; and other substantive material.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the fiscal year</p> <p>Retention Period Destroy 10 years after cutoff, or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Bilateral, Regional and Multilateral Activity Files</p> <p>Disposition Authority Number DAA-0059-2014-0026-0002</p> <p>Records related to bilateral, regional and multilateral activities. These files include, but are not limited to, records documenting the collaboration and exchange of information, coordination of activities, and cooperation with internal, domestic and international partners; country and regional strategic and project plans; activity proposals; trip reports; after action reports; annual progress reviews and end of year progress materials; correspondence; background materials; and working files.</p> <p>Final Disposition Temporary</p>

	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 fiscal year.
	Retention Period	Destroy 10 years after cutoff, or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
3	Conference Files	
	Disposition Authority Number	DAA-0059-2014-0026-0003
	Records related to the functions of establishing and conducting both regional and global conferences sponsored by the Office of Export Control Cooperation. These files include, but are not limited to, the agenda; the invitation and all substantive drafts; the invitee list and roster of attendees; documentation regarding conference activities and presentations, including speaker notes; staff studies and after-action reports; strategic plans and logistics documentation; substantive background material; relevant correspondence and other substantive material.	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in which the conference occurred.
	Transfer to Inactive Storage	Retire to RSC 10 years after cut off.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives when 25 years old.
	Additional Information	

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Initial date span is unknown at this time.

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

4

Training Event Files

Disposition Authority Number **DAA-0059-2014-0026-0004**

Records related to training events held domestically, at Post, or other locations, for the edification of individuals that support the Office of Export Control Cooperation's mission, including both federal employees and locally employed staff. These files include, but are not limited to, planning documentation; the agenda; the roster; roles and responsibilities; documentation regarding training activities and presentations, including the curricula, workshop course material, and other training material; staff studies and after-action reports; relevant correspondence; and any other substantive material.

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 **Cut off at the end of the fiscal year in which the training event occurred.**

Transfer to Inactive Storage **Retire to RSC 5 years after cut off.**

Retention Period **Destroy when 10 years old.**

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
10/03/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
05/11/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
06/20/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/05/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
08/08/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist