

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2015-0004**
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 Conflict and Stabilization Operations**
Minor Subdivision **Offices of the Overseas Operations Teams**
Schedule Subject **Records Concerning the Offices of the Overseas Operations Teams**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2015-0004

Sequence Number	
1	Memos Disposition Authority Number: DAA-0059-2015-0004-0001
2	CSO Assessments & Reports Disposition Authority Number: DAA-0059-2015-0004-0002
3	Working Files Disposition Authority Number: DAA-0059-2015-0004-0003
4	Operations and Engagement Administrative Files Disposition Authority Number: DAA-0059-2015-0004-0004

Records Schedule Items

Sequence Number	
1	<p>Memos</p> <p>Disposition Authority Number DAA-0059-2015-0004-0001</p> <p>All formal memos for CSO internal, DOS, or broader use regarding engagement activities include, but not limited to, Action Memos, MOUs and other related documents.</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 engagement.</p> <p>Retention Period Destroy 10 year(s) after cutoff or when no longer needed occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>CSO Assessments & Reports</p> <p>Disposition Authority Number DAA-0059-2015-0004-0002</p> <p>Reports, assessments, or other analysis or products generated by operations and/ or engagement teams.</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 calendar year.</p>

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Retention Period Destroy 10 year(s) after cutoff or when superseded or when no longer needed occurs, whichever is later

Additional Information

GAO Approval Not Required

Working Files

Disposition Authority Number DAA-0059-2015-0004-0003

Correspondence, drafts, notes, and other materials used to generate final products (e.g., memos, assessments, reports, etc).

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 superseded or no longer needed, whichever is later.

Additional Information

GAO Approval Not Required

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Operations and Engagement Administrative Files

Disposition Authority Number DAA-0059-2015-0004-0004

Operations and/or engagement-team generated human resources or administrative documents that include, but not limited to, staffing requirements, training, travel, equipment and other related operational information.

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 end of the calendar year or end of engagement.

Retention Period	Destroy 10 year(s) after cutoff or when no longer needed occurs, 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
10/31/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
12/14/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
02/25/2016	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
02/29/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
03/08/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/08/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/09/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist