

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0007**
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 **U S Diplomacy Center (PA/USDC)**
Schedule Subject **U S Diplomacy Center Records**
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 7 | 0 | 7 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0007

| Sequence Number | |
|-----------------|--|
| 1 | Program Files Disposition Authority Number DAA-0059-2011-0007-0001 |
| 2 | Educational Outreach Program Files Disposition Authority Number DAA-0059-2011-0007-0002 |
| 3 | Curatorial Records |
| 3 1 | Exhibition Files Disposition Authority Number DAA-0059-2011-0007-0003 |
| 3 2 | Collections |
| 3 2 1 | Artifacts Case Files Disposition Authority Number DAA-0059-2011-0007-0004 |
| 3 2 2 | Artifacts Database Disposition Authority Number DAA-0059-2011-0007-0005 |
| 4 | Development Records |
| 4 1 | Paper copy Disposition Authority Number DAA-0059-2011-0007-0006 |
| 4 2 | Development database Disposition Authority Number DAA-0059-2011-0007-0007 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Program Files</p> <p>Disposition Authority Number DAA-0059-2011-0007-0001</p> <p>Memorandums, mission statements, correspondence, and copies of documents used by the director and program officers consistent with operating needs. Also may contain annotations or comments regarding the formulation and execution of policies, actions or responsibilities of the U S Diplomacy Center</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>Retention Period Destroy when 25 years old, or when superseded</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Educational Outreach Program Files</p> <p>Disposition Authority Number DAA-0059-2011-0007-0002</p> <p>Files contain materials related to the development of programs to teach students why diplomacy matters. Many programs are experimental connecting students around the globe. Includes interactive workshops, exhibition guides and lesson plans for exhibits, diplomatic conferences, and diplomatic simulations. The programs make use of archival materials and artifacts from the collections, and multimedia products to engage audiences. Web-based materials are used to reach students and teachers, as are printed materials, on-site tours, and lectures. Education programs are keyed to the National Standards of Learning</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? Yes</p> |

| | | |
|-------|--|---|
| | Do any of the records covered by this item exist as structured electronic data? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off at end of program |
| | Retention Period | Destroy 3 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3 | Curatorial Records | |
| 3 1 | Exhibition Files | |
| | Disposition Authority Number | DAA-0059-2011-0007-0003 |
| | Concept development files, texts, outreach efforts associated with the exhibit | |
| | 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 5 years after exhibit is closed |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3 2 | Collections | |
| 3 2 1 | Artifacts Case Files | |
| | Disposition Authority Number | DAA-0059-2011-0007-0004 |
| | Case files of artifacts held in the exhibit hall, travelling exhibits, web exhibits, the project for exhibit renovation and all acquisitions contained therein Contains memos, contracts, statements of ownership, deeded gifts, photos, e-mail, correspondence, documentation of in-coming and out-going loans, and accession files (filed by year of accession) | |
| | 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 | |
| | Transfer to Inactive Storage | Retain files in work area or retire to Records Service Center for as long as needed for provenance purposes |
| | Retention Period | Destroy/delete after item has been de-accessioned or sold |
| | Additional Information | |
| | GAO Approval | Not Required |
| 3 2 2 | Artifacts Database | |
| | Disposition Authority Number | DAA-0059-2011-0007-0005 |
| | Contains information on artifacts in the Diplomacy Center's collection, including the donor, the artifacts history, pictures, condition reports, and other related documents | |
| | 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? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | No |
| | Disposition Instruction | |
| | Retention Period | Delete artifact record after item has been de-accessioned or sold |
| | Additional Information | |
| | GAO Approval | Not Required |
| 4 4 1 | Development Records | |
| | Paper copy | |
| | Disposition Authority Number | DAA-0059-2011-0007-0006 |

Feasibility studies, internal memorandums, clearances of donors, donor documents, deeded gifts, statements of ownership, photos, e-mail, correspondence, accession files (filed by year of accession) on artifacts, the donor, historic pictures, condition reports, and related documents Also contains reference and research 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 after completion of main exhibition hall of US Diplomacy Center**

Retention Period **Destroy 4 years after completion, or until no longer needed Disposition also applies to all subsequent exhibitions**

Additional Information

GAO Approval **Not Required**

Development database

Disposition Authority Number **DAA-0059-2011-0007-0007**

Reference copies for information found in paper files

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Retention Period **Delete when no longer needed**

Additional Information

4 2

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 |
|------------|--------------------------|------------------|---|--|
| 03/22/2011 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 03/08/2013 | Return for Revision | Sean Curry | Senior Records Analyst | National Archives and Records Administration - Agency Services |
| 03/15/2013 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 03/18/2013 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 06/04/2013 | Submit for Concurrence | Lisa Clavelli | Supervisor, ACNR Appraisal Team 2 | National Archives and Records Administration - Records Management Services |
| 06/05/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 06/06/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 06/07/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |