

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2011-0009**
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 Diplomatic Security**
Minor Subdivision **Office of Foreign Missions**
Schedule Subject **Office of Foreign Missions Records (DS/OFM)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
22	1	21	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0009

Sequence Number	
1	OFM Foreign Policy and Organizational Files Disposition Authority Number: DAA-0059-2011-0009-0001
2	OFM Management Files Disposition Authority Number: DAA-0059-2011-0009-0002
3	Diplomatic Motor Vehicles Documentation and Driver License Files Disposition Authority Number: DAA-0059-2011-0009-0003
4	Diplomatic Motor Vehicle Insurance Files Disposition Authority Number: DAA-0059-2011-0009-0004
5	Diplomatic Motor Vehicle Proof of Ownership Disposition Authority Number: DAA-0059-2011-0009-0005
6	Diplomatic Motor Vehicles Correspondence Files Disposition Authority Number: DAA-0059-2011-0009-0006
7	Driver Enforcement and Outreach Files Disposition Authority Number: DAA-0059-2011-0009-0007
8	Income Tax Files Disposition Authority Number: DAA-0059-2011-0009-0008
9	Consumption Tax Files Disposition Authority Number: DAA-0059-2011-0009-0009
10	Tax Exemption Authorization Files Disposition Authority Number: DAA-0059-2011-0009-0010
11	Customs Files Disposition Authority Number: DAA-0059-2011-0009-0011
12	Request for Customs Clearance of Merchandise Disposition Authority Number: DAA-0059-2011-0009-0012
13	Travel Controls Files Disposition Authority Number: DAA-0059-2011-0009-0013
14	Real Estate Files Disposition Authority Number: DAA-0059-2011-0009-0014
15	Real Estate Tax Files Disposition Authority Number: DAA-0059-2011-0009-0015
16	Custodial Property Files Disposition Authority Number: DAA-0059-2011-0009-0016
17	Telecommunications Files Disposition Authority Number: DAA-0059-2011-0009-0017
18	Building Lease/Security Records

19	Disposition Authority Number: DAA-0059-2011-0009-0018 Program Files Disposition Authority Number: DAA-0059-2011-0009-0019
20	Airport Escort Screening Courtesies Program Disposition Authority Number: DAA-0059-2011-0009-0020
21	Financial and Banking Services Disposition Authority Number: DAA-0059-2011-0009-0021
22	The Office of Foreign Mission Information System (TOMIS)
22.1	Master File Disposition Authority Number: DAA-0059-2011-0009-0022

Records Schedule Items

Sequence Number	
1	<p>OFM Foreign Policy and Organizational Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0001</p> <p>Consists of memoranda, diplomatic notes, cables, official correspondence, reports, photographs and audio visual materials etc., related to the implementation of foreign policy by the Office of the Foreign Missions (OFM). Such files are maintained by DS/OFM in Washington, DC. Also included but not limited to, background correspondence, reports, briefing materials, etc., documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the Foreign Mission Act. DS/OFM files are organized by subject and country.</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-59-87-9, item 1 N1-59-87-9, item 2 N1-59-87-9, item 3</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records</p> <p>Cutoff Instruction Cutoff at the end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives when 25 years old in 5 year blocks.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Date span has not been identified.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 25 Years</p>

2

OFM Management Files

Disposition Authority Number DAA-0059-2011-0009-0002

Consists of memoranda, correspondence, reports, and the like that concern the management (operations, policies and procedures) of DS/OFM and its personnel.

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 15 years old or when no longer needed, whichever is later.

Additional Information

GAO Approval Not Required

3

Diplomatic Motor Vehicles Documentation and Driver License Files

Disposition Authority Number DAA-0059-2011-0009-0003

Consists of applications, sales documents, registrations, and other documentation (with the exception of proofs of ownership and proofs of insurance) presented by eligible foreign mission applicants to register and obtain titles for their vehicles for sale or export. Also included are applications for driver licenses, photographs, and other supporting documents needed for the issuance of Department of State drivers' licenses to eligible foreign mission members.

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

GRS or Superseded Authority Citation : N1-59-04-03, Item 1A, N1-59-92-1, Item 8 & N1-59-92-1, Item 10

Disposition Instruction

Cutoff Instruction Cutoff after departure of employee.

Retention Period Destroy 5 years after cutoff.

4	Additional Information	
	GAO Approval	Not Required
	Diplomatic Motor Vehicle Insurance Files	
	Disposition Authority Number	DAA-0059-2011-0009-0004
	Consists of proofs of insurance presented to initially register vehicles, update current insurance, renew registrations of eligible foreign mission vehicles, or obtain titles for sale or export.	
	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
	GRS or Superseded Authority Citation	N1-59-04-03-1A & N1-59-92-1, Item 11
	Disposition Instruction	
	Cutoff Instruction	Cutoff after departure of employee.
Retention Period	Destroy 5 years after cutoff.	
5	Additional Information	
	GAO Approval	Not Required
	Diplomatic Motor Vehicle Proof of Ownership	
	Disposition Authority Number	DAA-0059-2011-0009-0005
	Original proofs of vehicle ownership to include U.S. State's Certificates of Title, Manufacturer's Certificates of Origin, or foreign ownership documentations.	
	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 25 years old.

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Additional Information

GAO Approval Not Required

Diplomatic Motor Vehicles Correspondence Files

Disposition Authority Number DAA-0059-2011-0009-0006

Consists of memoranda, correspondence, letters of insurance, and operational records (e.g. letters to State Insurance Commissioners, letters to Ambassadors about parking fines, files associated with the GPO printing of OFM driver's licenses, and the like) pertaining to the purchase, registration and/or disposition of foreign mission motor vehicles or the acquisition by eligible foreign mission members of an OFM driver's license, except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.

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

GRS or Superseded Authority Citation N1-59-94-12, item 1

Disposition Instruction

Retention Period Destroy when 25 years old.

Additional Information

GAO Approval Not Required

7

Driver Enforcement and Outreach Files

Disposition Authority Number DAA-0059-2011-0009-0007

Consists of correspondence and related documentation pertaining to driver enforcement issues (including but not limited to, letters to law enforcement, affidavits signed by OFM/DMV Director to courts regarding counterfeit diplomatic plates, photographs, diplomatic notes, memoranda, police reports, and citations) except for files that articulate policy and or are of historical value which are maintained pursuant to Sec.1 "OFM Policy and Organizational Files" herein. DS/OFM Driver Enforcement and Outreach files are organized by year, subject and country.

Final Disposition Temporary

8

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 25 years old.
 Additional Information
 GAO Approval Not Required

Income Tax Files

Disposition Authority Number DAA-0059-2011-0009-0008

Routine correspondence and other documentation pertaining to the exemption of Federal and State income tax requirements for foreign mission employees except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Policy and Organizational Files" herein. Also included is but not limited to, are information extracted from Form I-508 which is entered into TOMIS. Files are maintained by DS/OFM/PTSB and are organized by subject and country.

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 30 years old.
 Additional Information
 GAO Approval Not Required

9

Consumption Tax Files

Disposition Authority Number DAA-0059-2011-0009-0009

Consists of memoranda, correspondence, and operational records concerning the imposition or exemption of consumption taxes (sales, VAT, Hotel Excise, etc.) except for files that articulate policy and or are of historical value which are

	maintained pursuant to Sec. 1 "OFM Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.
	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 5 years old.
	Additional Information
	GAO Approval Not Required
10	Tax Exemption Authorization Files
	Disposition Authority Number DAA-0059-2011-0009-0010
	Consists of letter memoranda, correspondence, and operational records, such as letters sent to U.S. utility companies, gasoline companies, banks, credit unions, hotels and other vendors on behalf of a foreign mission and its members advising of their tax exemption entitlement within the United States. These files do not include documents associated with the authorization of real estate tax exemption. Such files are maintained electronically.
	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
	GRS or Superseded Authority Citation N1-59-92-1, item 5
	Disposition Instruction
	Cutoff Instruction Cut off annually.
	Retention Period Destroy 10 year(s) after their creation.
	Additional Information
	GAO Approval Not Required
11	Customs Files

Disposition Authority Number DAA-0059-2011-0009-0011

Consists of memoranda, correspondence, and operational records concerning the import privileges of both foreign missions and their members in the U.S. as well as U.S. missions and their members abroad except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.

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 10 years old.

Additional Information

GAO Approval Not Required

Request for Customs Clearance of Merchandise

Disposition Authority Number DAA-0059-2011-0009-0012

Consists of memoranda, correspondence, and operational records concerning Customs Clearance application forms (DS-1504) and required supporting documentation requesting free entry of merchandise into the U.S. by foreign governments, international organizations and its personnel.

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

GRS or Superseded Authority Citation N1-59-87-9, item 9a

Disposition Instruction

Retention Period Destroy record 1 year after request.

Additional Information

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13	<p>GAO Approval Not Required</p> <p>Travel Controls Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0013</p> <p>Consists of memoranda, correspondence, and operational records concerning procedures for restricted countries except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.</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>GRS or Superseded Authority Citation N1-59-92-13, item 2</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 10 years old.</p> <p>Additional Information</p>
14	<p>GAO Approval Not Required</p> <p>Real Estate Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0014</p> <p>Consists of memoranda, correspondence, and operational records concerning foreign mission residential lease requests and approvals, and other documentation regarding the acquisition and use of real property by foreign missions except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein.</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 when lease is denied or expires.</p>

15	<p>Retention Period Destroy foreign mission residential lease requests and approvals 3 years after cutoff. All other documents destroy 10 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Real Estate Tax Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0015</p> <p>Consists of memoranda, correspondence, and operational records concerning the imposition or exemption of real estate taxes based on reciprocity and international law (property, recordation and transfer taxes) except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. Files are maintained by DS/OFM/PTSB and are organized by subject and country.</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>
16	<p>Disposition Instruction</p> <p>Retention Period Destroy when 30 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Custodial Property Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0016</p> <p>Consists of memoranda, correspondence, and operational records concerning properties which the Department has to take control of due to severance or loss of diplomatic relations except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. Also included but not limited to, is information on maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties. DS/OFM files are organized by subject and country.</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>GRS or Superseded Authority Citation N1-59-92-1, item 5(4)a</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 5 year(s) after diplomatic/consular relations have been restored. Blueprints, retain for future reference. Destroy when no longer needed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Telecommunications Files</p> <p>Disposition Authority Number DAA-0059-2011-0009-0017</p> <p>Consists of memoranda, correspondence, and operational records associated with the use of satellite communications, radio transmitters or other radio frequency telecommunication systems that are used by a foreign embassy to communicate with its home government except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.</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 annually.</p> <p>Retention Period Destroy 30 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	
18	<p>Building Lease/Security Records</p> <p>Disposition Authority Number DAA-0059-2011-0009-0018</p>	

Copies of GSA lease agreements, to include but not limited to: development, coordination, administration of security policies and programs pertaining to safety and security guidelines to the office. (i.e.; alarms, locks, duress buttons, building emergency plan, 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 when no longer needed, whichever is sooner.

Additional Information

GAO Approval Not Required

Program Files

Disposition Authority Number DAA-0059-2011-0009-0019

Consist of final documents, publications, and other correspondence relating to OFM programs on general subjects and various countries, such as emergency management, outreach, Staff Assistance Visits which are organized either by subject or chronologically that are not contained in other record schedules herein.

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/delete when 3 years old or when office determines document is no longer needed for reference, dissemination, updating, revision, or other operational purposes, whichever is later.

Additional Information

GAO Approval Not Required

19

20

Airport Escort Screening Courtesies Program

Disposition Authority Number DAA-0059-2011-0009-0020

Routine correspondence and other documentation pertaining to the Airport Escort Screening Courtesies Program except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Policy and Organizational Files" herein.

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 1 years old.

Additional Information

GAO Approval Not Required

21

Financial and Banking Services

Disposition Authority Number DAA-0059-2011-0009-0021

Routine correspondence and other documentation pertaining to the acquisition, authorization, and use of financial and banking services except for files that articulate policy and are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy Files and Organizational Files" herein.

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 annually.

Retention Period Destroy 15 years after cutoff.

Additional Information

GAO Approval Not Required

22

The Office of Foreign Mission Information System (TOMIS)

22.1

Master File

Disposition Authority Number DAA-0059-2011-0009-0022

The Office of Foreign Mission's (OFM) electronic media consists of a single on-line file system that supports OFM's and the Office of Protocol's program requirements in the issuance of privileges, benefits, and immunities to the foreign diplomatic community in the United States. TOMIS maintains an on-line history of all Foreign Mission Communities' entered data on Accreditation, Tax, Custom, Motor Vehicle, Driver License, Travel and Property functions. This system, having information searchable by the individual Personal Identification Number (PID), Surname, Given Name, country, mission type, license plate or Vehicle Identification Number (VIN), also provides information support to affiliated organizations that have access to it. Results of the search are displayed by application type and date of application to allow the searcher to select the relevant document.

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? Yes

GRS or Superseded Authority Citation N1-059-04-03

Disposition Instruction

Retention Period Delete/destroy Master data files when no longer needed, but not less than 30 years. For data on individuals, files should be deleted/destroyed no earlier than 100 years from the individual's date of birth. In this context, electronically moving or transferring the Master Data Files to a new recordkeeping system does not constitute deleting and destroying. Deleting/destroying refers to rendering the information as a whole in the Master Data Files as no longer accessible.

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
04/06/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
06/29/2012	Return for Revision	Rachel Bantonkin	Appraiser	National Archives and Records Administration - Records Management Services
03/01/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/07/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
05/19/2014	Return for Revision	Andrea Shahmohammadi	Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
07/07/2014	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/28/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
09/03/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/04/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/04/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist