# Request for Records Disposition Authority

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|---|---|
| Records Schedule Number | DAA-0059-2012-0002 |
| 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 Subdivsion |
| Major Subdivision | Bureau of Diplomatic Security |
| Minor Subdivision | Public Affairs Office (DS/PA) |
| Schedule Subject | DS Office of Public Affairs 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 2 | 5 | 0 |

## GAO Approval

# Outline of Records Schedule Items for DAA-0059-2012-0002

| Sequence Number | |
|---|---|
| 1 | Public Affairs - Subject Files<br>Disposition Authority Number: DAA-0059-2012-0002-0001 |
| 2 | Public Affairs – Newsletter<br>Disposition Authority Number: DAA-0059-2012-0002-0002 |
| 3 | Public Affairs - Publications<br>Disposition Authority Number: DAA-0059-2012-0002-0003 |
| 4 | Public Affairs – Photographs<br>Disposition Authority Number: DAA-0059-2012-0002-0004 |
| 5 | Public Affairs – Presentations<br>Disposition Authority Number: DAA-0059-2012-0002-0005 |
| 6 | Public Affairs – DVD-Video<br>Disposition Authority Number: DAA-0059-2012-0002-0006 |
| 7 | Public Affairs – DS History<br>Disposition Authority Number: DAA-0059-2012-0002-0007 |

## Records Schedule Items

| Sequence Number | |
|---|---|
| 1 | **Public Affairs - Subject Files** |
| | Disposition Authority Number: DAA-0059-2012-0002-0001 |
| | Includes copies of press releases issued through the Department's press office or the Diplomatic Security (DS) web site; copies of press guidance for use by the Department's spokesman and DS personnel when speaking to the news media or public audiences; copies of speeches made by the DS Assistant Secretary and Deputy Assistant Secretary; clearances on writing for publication and public speeches given by DS employees on matters of official concern; written responses to media queries; media interviews; information related to media policy guidance; background information on preparation of informational and educational materials; information on outreach programs, such as the A-OK Program (Alert Overseas Kids) and the Sentry Kids Identification System; and materials for exhibits. |
| | 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: N1-059-92-19, item 1 |
| | **Disposition Instruction** |
| | Cutoff Instruction: Cut off at the end of the calendar year. |
| | Retention Period: Destroy when 10 years old or when no longer needed, whichever is later. |
| | **Additional Information** |
| | GAO Approval: Not Required |
| 2 | **Public Affairs – Newsletter** |
| | Disposition Authority Number: DAA-0059-2012-0002-0002 |
| | Internal newsletter covering DS mission-related topics and items of interest to DS employees, including, but not limited to, employee activities, events, awards, or bureau news Includes background and research materials. |
| | Final Disposition: Temporary |

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|---|---|---|
| | 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 end of calendar year. |
| | Retention Period | Destroy when 10 years old or when no longer needed, whichever is later. |
| | **Additional Information** | |
| | GAO Approval | Not Required |
| 3 | **Public Affairs - Publications** | |
| | Disposition Authority Number | DAA-0059-2012-0002-0003 |
| | Includes copies of the DS annual report, annual reports of other DS offices; brochures describing the mission of DS; and DS recruitment brochures. Excluded are historical publications on DS. | |
| | 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 | N1-059-92-19, item 2a and item 2b |
| | **Disposition Instruction** | |
| | Cutoff Instruction | Cut off at end of calendar year in which publication was produced. |
| | Retention Period | Destroy when 10 years old or when no longer needed, whichever is later. |
| | **Additional Information** | |
| | GAO Approval | Not Required |
| 4 | **Public Affairs – Photographs** | |
| | Disposition Authority Number | DAA-0059-2012-0002-0004 |

Photographs depicting DS mission-related activities that may be used in brochures, presentations, exhibits, and other products.

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|---|---|
| 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 |
| GRS or Superseded Authority Citation | N1-059-92-19, item 2c; and items 5a, 5b, and 5c |

### Disposition Instruction

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|---|---|
| Transfer to the National Archives for Accessioning | Copy existing images and metadata and transfer to NARA in an acceptable format upon approval of schedule. Thereafter, every five years, copy images and metadata and transfer to NARA in an acceptable format at the time of transfer. |

### Additional Information

| | |
|---|---|
| What will be the date span of the initial transfer of records to the National Archives? | Unknown<br>Date span of iniitial transfer is unknown at this time. |
| How frequently will your agency transfer these records to the National Archives? | Every 5 Years |

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## Public Affairs – Presentations

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|---|---|
| Disposition Authority Number | DAA-0059-2012-0002-0005 |

Consists of PowerPoint slide presentations on DS mission-related topics that are used to support internal and external program activities.

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|---|---|
| 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

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|---|---|
| Retention Period | Destroy when obsolete or superseded, whichever is sooner. |

Additional Information

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| GAO Approval | Not Required |

6 Public Affairs – DVD-Video

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|---|---|
| Disposition Authority Number | DAA-0059-2012-0002-0006 |

Consists of digital video disks (DVDs) or other storage media format created by DS or created by and for others on DS mission-related topics, such as copies of news clips and commercial productions or DS internal training topics that are used to support internal and external program activities. This item excludes DS produced video on DS history .

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|---|---|
| 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 |
| GRS or Superseded Authority Citation | N1-059-92-19, items 3 and 4b |

Disposition Instruction

| | |
|---|---|
| Retention Period | Destroy when obsolete, superseded, or when no longer needed for reference, whichever is later. |

Additional Information

| | |
|---|---|
| GAO Approval | Not Required |

7 Public Affairs – DS History

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|---|---|
| Disposition Authority Number | DAA-0059-2012-0002-0007 |

Consist of publications and other productions created by Public Affairs on historical aspects of the Bureau of Diplomatic Security, as well as, for external and/or internal publication.

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|---|---|
| Final Disposition | Permanent |
| Item Status | Active |

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|---|---|
| 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 |
| GRS or Superseded Authority Citation | N1-059-92-19, item 4a(1) |

## Disposition Instruction

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|---|---|
| Cutoff Instruction | Cut off at end of calendar year in which produced. |
| Transfer to the National Archives for Accessioning | Transfer to the National Archives 15 years after cutoff. For video productions, transfer 5 years after cutoff. |

## Additional Information

| | |
|---|---|
| What will be the date span of the initial transfer of records to the National Archives? | Unknown<br>The date span of the initial transfer is unknown at this time. |
| How frequently will your agency transfer these records to the National Archives? | Every 15 Years |

## 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 |
|---|---|---|---|---|
| 04/09/2012 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 01/03/2014 | Return for Revision | Meredith Scheiber | Appraiser | National Archives and Records Administration - Records Management Services |
| 01/29/2014 | Submit For Certification | Shelia Prince | Program Analyst | A/GIS - A/GIS/IPS/RA |
| 01/30/2014 | Certify | Tasha Thian | Agency Records Officer | A/GIS - A/GIS/IPS/RA |
| 02/27/2014 | Submit for Concurrence | Lisa Clavelli | Supervisor, ACNR Appraisal Team 2 | National Archives and Records Administration - Records Management Services |
| 03/05/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 03/05/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 03/05/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |