

### Request for Records Disposition Authority

Records Schedule Number        **DAA-0059-2014-0008**  
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                **Office of the Chief of Protocol**  
Minor Subdivision                **Diplomatic Partnership Division**  
Schedule Subject                 **Records of the Diplomatic Partnership Division**  
  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0059-2014-0008

Sequence Number	
1	Cultural Event Program Files Disposition Authority Number: DAA-0059-2014-0008-0001.
2	Cultural Event Working Files Disposition Authority Number: DAA-0059-2014-0008-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="384 426 781 459"><b>Cultural Event Program Files</b></p> <p data-bbox="384 480 1166 513">Disposition Authority Number      DAA-0059-2014-0008-0001</p> <p data-bbox="384 534 1524 782">Records related to the program functions and responsibilities of the Diplomatic Partnership Division to plan and carry out Cultural Exchange Events, Roundtables, receptions and other special events on behalf of the Chief of Protocol. Files include, but are not limited to correspondence, briefing materials, scenarios, final schedules, guest lists, invitations, replies to invitations, budgets, talking points, remarks, fundraising, and other documentation on the responsibilities and activities of the Office of the Chief of Protocol.</p> <p data-bbox="384 804 943 836">Final Disposition                      Permanent</p> <p data-bbox="384 858 872 890">Item Status                              Active</p> <p data-bbox="384 911 844 944">Is this item media neutral?          Yes</p> <p data-bbox="384 965 844 1084">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="384 1106 827 1192">Do any of the records covered by this item exist as structured electronic data?                      No</p> <p data-bbox="384 1235 687 1267"><b>Disposition Instruction</b></p> <p data-bbox="384 1289 1063 1321">Cutoff Instruction                      Cutoff files annually.</p> <p data-bbox="384 1343 1480 1418">Transfer to Inactive Storage          Retire to RSC when 5 years old or when no longer needed for business use.</p> <p data-bbox="384 1440 1504 1494">Transfer to the National Archives for Accessioning      Transfer to the National Archives when 25 years old.</p> <p data-bbox="384 1537 682 1569"><b>Additional Information</b></p> <p data-bbox="384 1591 855 1623">First year of records accumulation      2010</p> <p data-bbox="384 1645 1343 1731">What will be the date span of the initial transfer of records to the National Archives?      Unknown Specific details are unknown at this time.</p> <p data-bbox="384 1752 996 1839">How frequently will your agency transfer these records to the National Archives?      Every 25 Years</p>

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**Cultural Event Working Files**

Disposition Authority Number      DAA-0059-2014-0008-0002

Working files, correspondence, research material and other documentation related to carrying out of the administrative and program requirements.

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 files at the end of the fiscal year the event occurred.

Retention Period                        Destroy 5 year(s) after cutoff.

**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
03/28/2014	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/11/2014	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
10/29/2014	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
10/31/2014	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
11/06/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
11/06/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/07/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist