

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2011-0006
Schedule Status Modified Approved Version

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 Deputy Executive Director & Management Services
Schedule Subject DS Deputy Executive Director & Management Services Records
Internal agency concurrences will be provided No

Background Information Records Schedule contains records for multiple DS offices under the Office of Deputy Executive Director & Management Services includes Logistical Services, Contracting & Procurement, Policy & Planning and Freedom of Information Act-Privacy Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	2	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0006

Sequence Number	
1	Logistical Services Division
1.1	Facilities and Space Management Files Disposition Authority Number: DAA-0059-2011-0006-0001
1.2	Property Inventory Management Files - Domestic Disposition Authority Number: DAA-0059-2011-0006-0002
2	Contracting and Procurement Division
2.1	Security Grants and Cooperative Agreements Files Disposition Authority Number: DAA-0059-2011-0006-0003
3	Policy and Planning Division
3.1	Overseas Security Policy Board (OSPB) Historical Files- Arrange by subject or type of records Disposition Authority Number: DAA-0059-2011-0006-0004
3.2	Overseas Security Policy Board (OSPB) Working Files - Arrange by subject or type of records Disposition Authority Number: DAA-0059-2011-0006-0005
3.3	Special Protective Equipment Review Board (SPE Review Board) - Historical Files Disposition Authority Number: DAA-0059-2011-0006-0006
3.4	Special Protective Equipment Review Board (SPE Review Board) – Working Files Disposition Authority Number: DAA-0059-2011-0006-0007
3.5	Performance and Accountability Reports Disposition Authority Number: DAA-0059-2011-0006-0008
3.6	Mission Strategic Plan Working Files Disposition Authority Number: DAA-0059-2011-0006-0009
4	Freedom of Information Act - Privacy Act Division
4.1	Congressional and Agency Correspondence Files Disposition Authority Number: DAA-0059-2011-0006-0010

Records Schedule Items

Sequence Number	
1	Logistical Services Division
1.1	Facilities and Space Management Files
	Disposition Authority Number DAA-0059-2011-0006-0001
	Documentation regarding facilities and space management for Diplomatic Security (DS) domestic and overseas properties that include but not limited to floor plans for moves, renovations, and upgrades; designs; inventory and other related information.
	Final Disposition Temporary
	Item Status Inactive
	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
	Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0011-0001
	Disposition Instruction
	Cutoff Instruction Unknown
	Transfer to Inactive Storage Unknown
	Retention Period Destroy when facilities are no longer government-owned or government-leased.
	Additional Information
	GAO Approval Not Required
1.2	Property Inventory Management Files - Domestic
	Disposition Authority Number DAA-0059-2011-0006-0002
	Inventory reports, inspection reports, property receipts and other documentation of accountable, expendable and nonexpendable property including but not limited to equipment, supplies, services and other related information.
	Final Disposition Temporary

	Item Status	Inactive
	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
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2016-0011-0001
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 3 year(s) after
	Additional Information	
	GAO Approval	Not Required
2	Contracting and Procurement Division	
2.1	Security Grants and Cooperative Agreements Files	
	Disposition Authority Number	DAA-0059-2011-0006-0003
	Individual grants (originals) and cooperative agreements (originals) on antiterrorism training, protective services, and covering amendments, basic agreements, cash transaction reports, certifications, correspondence, expenditures, FBI, Federal Assistance Award (DS-1909), final products, final reports, grant program, local police, OIG audit reports, Cost Principles for State and payments (copies of), protection, reports, schedules, services, tasking orders, training, vehicles, and other related subjects.	
	Final Disposition	Temporary
	Item Status	Inactive
	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
	Inactive Status Explanation	This item is inactive because it was superseded by

New Disposition Authority Number: DAA-GRS-2013-0008-0001

Disposition Instruction

Retention Period

Destroy 7 years after final payment or termination of agreement, whichever is sooner.

Additional Information

GAO Approval

Not Required

Policy and Planning Division

Overseas Security Policy Board (OSPB) Historical Files- Arrange by subject or type of records

Disposition Authority Number

DAA-0059-2011-0006-0004

Documentation of interagency subcommittees, working groups or other subgroup of advisory committee, that support their reports and recommendations to the full or parent committee. Includes the records of the Overseas Security Policy Group which was predecessor group to the OSPB. Documentation includes but not limited to executive meeting minutes, transcripts, reports, correspondence briefing materials, policies, standards, agreements and other related documentation regarding all types of security operations, programs, and projects for the United States Government operations at the U.S. missions abroad.

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

Disposition Instruction

Cutoff Instruction

Cutoff files when 10 years old.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 10 year blocks, 25 years after cutoff.

Additional Information

First year of records accumulation

2005

What will be the date span of the initial transfer of records to the National Archives?

Unknown
unknown

3

3.1

	How frequently will your agency transfer these records to the National Archives?	Unknown unknown
3.2	Overseas Security Policy Board (OSPB) Working Files - Arrange by subject or type of records	
	Disposition Authority Number	DAA-0059-2011-0006-0005
	Files that relate to day-to-day activities of the Advisory Board that do not contain unique information of historical value, including such records as correspondence, reference and working 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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 3 year(s) after
	Additional Information	
	GAO Approval	Not Required
3.3	Special Protective Equipment Review Board (SPE Review Board) - Historical Files	
	Disposition Authority Number	DAA-0059-2011-0006-0006
	The Special Protective Equipment Review Board develops policies and procedures and provides guidance to DS Special Agents and others on the authorities and use of special protective equipment. Documentation includes but not limited to meeting minutes; final policy discussions and decisions; reports; working groups; memorandums, correspondence with external entities; responses; and other documentation relating to the work and activities including the records of the Firearms Policy and Review Board (FPRB) which was the predecessor group to the SPE Review Board.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cutoff records when 10 years old.

Transfer to the National Archives for Accessioning

Transfer to National Archives in 10 year blocks, 25 years after cutoff.

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

3.4

Special Protective Equipment Review Board (SPE Review Board) – Working Files

Disposition Authority Number DAA-0059-2011-0006-0007

Files that relate to day-to-day activities of the Special Protective Equipment Review Board that do not contain unique information of historical value, including such records as correspondence, draft policy recommendations, reference and working files including the records of the Firearms Policy and Review Board (FPRB) which was the predecessor group to the SPE Review Board.

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 the end of the calendar year.

Retention Period

Destroy 3 year(s) after

Additional Information

GAO Approval Not Required

3.5

Performance and Accountability Reports

Disposition Authority Number DAA-0059-2011-0006-0008

Files contain copies of Performance Accountability Reports submissions to Office of Management and Budget (OMB); tracking of performance measurements and resources for program requirements for security domestic offices and overseas posts and other related documentation.

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

Cutoff Instruction Cutoff annually.

Retention Period Destroy 5 year(s) after cut-off or when no longer needed occurs, whichever is later

Additional Information

GAO Approval Not Required

Mission Strategic Plan Working Files

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

Correspondence, memorandums, plans, reports, cables, cost analysis and other related subject regarding strategic planning process for security matters.

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

Cutoff Instruction Cutoff annually.

Retention Period Destroy 3 year(s) after

3.6

4
4.1

Additional Information

GAO Approval Not Required

Freedom of Information Act - Privacy Act Division

Congressional and Agency Correspondence Files

Disposition Authority Number DAA-0059-2011-0006-0010

Copies of congressional correspondence, litigation taskers and other documentation related to official requests includes but not limited to Congress, Department of Defense, Department of Justice, internal bureaus and other agencies referred to Diplomatic Security requiring a search of DS records and the preparation of a response.

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

Cutoff Instruction Cutoff annually.

Retention Period Destroy 5 year(s) after

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
03/14/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
06/19/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
07/29/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
07/29/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
09/04/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/09/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/12/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Bureau of Diplomatic Security, Office of Overseas Protective Operations	DAA-0059-2011-0001-0001	5.6/100	DAA-GRS-2017-0006-0013		No - Superseded by 'DAA-0059-2018-0003-0006
Bureau of Diplomatic Security, Office of Overseas Protective Operations	DAA-0059-2011-0001-0006	5.6/090	DAA-GRS-2017-0006-0012		No - Superseded by 'DAA-0059-2018-0003-0006
Bureau of Diplomatic Security, Office of Overseas Protective Operations	DAA-0059-2011-0001-0007	5.6/090	DAA-GRS-2017-0006-0012		No - Superseded by 'DAA-0059-2018-0003-0006
Bureau of Diplomatic Security, Office of the Chief Technology Officer	DAA-0059-2011-0002-0004	5.6/080 and 081	DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0011		Add to crosswalk under DAA-0059-2018-0003-0006
Bureau of Diplomatic Security Office of Human Resources Management	DAA-0059-2011-0004-0001	2.2/050, 5.2/020	DAA-GRS-2017-0007-0006, DAA-GRS-2017-0003-0002		No - Superseded by 'DAA-0059-2018-0003-0010
Bureau of Diplomatic Security Office of Human Resources Management	DAA-0059-2011-0004-0002	2.2/070, 2.2/071	DAA-GRS-2017-0007-0008, DAA-GRS-2017-0007-0009,		No - Superseded by 'DAA-0059-2018-0003-0010
Diplomatic Security Deputy Executive Director and Management Services Records	DAA-0059-2011-0006-0001	5.4/010, 5.4/060	DAA-GRS-2016-0011-0001, DAA-GRS-2016-0011-0007		Yes - DAA-GRS-2016-0011-0001
Diplomatic Security Deputy Executive Director and Management Services Records	DAA-0059-2011-0006-0002	5.4/010	DAA-GRS-2016-0011-0001		Yes - DAA-GRS-2016-0011-0001
Diplomatic Security Deputy Executive Director and Management Services Records	DAA-0059-2011-0006-0003	1.2/020, 1.2/030	DAA-GRS-2013-0008-0001, DAA-GRS-2013-0008-0003		Yes - DAA-GRS-2013-0008-0001
Diplomatic Security Deputy Executive Director and Management Services Records	DAA-0059-2011-0006-0010	4.2/001, 4.2/020	DAA-GRS-2019-0001-0001, DAA-GRS-2016-0002-0001		No - Superseded by 'DAA-0059-2018-0003-0010
Bureau of Near Eastern Affairs, Iraq Economic and Assistance Affairs	DAA-0059-2011-0013-0001	1.2/010	DAA-GRS-2013-0008-0007		No - GRS 1.2/020 DAA-GRS-2013-0008-0001
Bureau of Near Eastern Affairs, Iraq Economic and Assistance Affairs	DAA-0059-2011-0013-0002	1.2/020	DAA-GRS-2013-0008-0001		Yes
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0001	5.6/110 and 111	DAA-GRS-2017-0006-0014 and DAA-GRS-2017-0006-0015		No - Superseded by 'DAA-0059-2018-0003-0006
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0002	5.6/140 and 5.6/141	DAA-GRS-2017-0006-0019 and DAA-GRS-2017-0006-0020		Yes - DAA-GRS-2017-0006-0020
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0003	5.6/100	DAA-GRS-2017-0006-0013		No - Superseded by 'DAA-0059-2018-0003-0007
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0004	5.6/010	DAA-GRS-2017-0006-0001		Add to crosswalk under DAA-0059-2018-0003-0007
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0005	5.6/180 and 181	DAA-GRS-2017-0006-0024 and DAA-GRS-2017-0006-0025		Yes
Bureau of Diplomatic Security, Office of Information Security	DAA-0059-2011-0016-0006	5.6/180 and 181	DAA-GRS-2017-0006-0024 and DAA-GRS-2017-0006-0025		Yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Records of the Office of International Visitors Program	DAA-0059-2012-0009-0005	1.2/010	DAA-GRS-2013-0008-0007		Yes
Bureau of Diplomatic Security, Records of Computerized Management Maintenance System (CMMS)	DAA-0059-2013-0004	5.4/010, 5.6/030	DAA-GRS-2016-0011-0001, DAA-GRS-2017-0006-0004		Yes - DAA-GRS-2016-0011-0001
Bureau of Administration, Records of Parking Permit and Car Pool Records Information Systems of General Services Management	DAA-0059-2013-0005-0001	5.6/130	DAA-GRS-2017-0006-0018		Yes
Personnel - Retirement	N1-059-00-016/7/A	2.5/020	DAA-GRS-2014-0004-0003		DAA-GRS-2017-0007-0004 (GRS 2.2, item 040)
Personnel - Retirement	N1-059-00-016/8/A	2.5/010	DAA-GRS-2014-0004-0001		yes
International Cooperative Administrative Support Service	N1-059-01-008/18/A	5.2/020	DAA-GRS-2017-0003-0002		Yes
Political-Military Affairs/Humanitarian and Demining	N1-059-01-020/6/B	5.2/020	DAA-GRS-2017-0003-0002		No - Obsolete
Employee Services Center	N1-059-02-005/1/A	5.2/020	DAA-GRS-2017-0003-0002		Yes
Information Technology Operations and Management	N1-059-02-009/1/A and 1/B	3.1/040	DAA-GRS-2013-0005-0010		Yes
Information Technology Operations and Management	N1-059-02-009/10	3.1/020	DAA-GRS-2013-0005-0004		No (GRS 5.8, Item 010)
Information Technology Operations and Management	N1-059-02-009/11	3.1/010 and 3.1/011	DAA-GRS-2013-0005-0006 and DAA-GRS-2013-0005-		Yes (GRS 3.1 Item 010 Only)
Information Technology Operations and Management	N1-059-02-009/2	3.1/020	DAA-GRS-2013-0005-0004		Yes
Information Technology Operations and Management	N1-059-02-009/3	3.1/030	DAA-GRS-2013-0005-0005		Yes
Information Technology Operations and Management	N1-059-02-009/4/A/1	3.2/040	DAA-GRS-2013-0006-0005		Yes
Information Technology Operations and Management	N1-059-02-009/4/A/2	3.2/041	DAA-GRS-2013-0006-0006		Yes
Information Technology Operations and Management	N1-059-02-009/4/B	3.2/040	DAA-GRS-2013-0006-0005		No (GRS 3.2, Item 050)
Information Technology Operations and Management	N1-059-02-009/5	3.2/010	DAA-GRS-2013-0006-0001		Yes
Information Technology Operations and Management	N1-059-02-009/6	3.2/020	DAA-GRS-2013-0006-0001		Yes
Information Technology Operations and Management	N1-059-02-009/7/A	3.2/031	DAA-GRS-2013-0006-0004		Yes
Information Technology Operations and Management	N1-059-02-009/8	3.1/020	DAA-GRS-2013-0005-0004		Yes
Information Technology Operations and Management	N1-059-02-009/9	3.1/020	DAA-GRS-2013-0005-0004		No (GRS 1.1, Item 030)
General Services Management Files	N1-059-03-010/10/A	5.1/010	DAA-GRS-2016-0016-0001		Change to 5.4/071
General Services Management Files	N1-059-03-010/10/B	5.1/010	DAA-GRS-2016-0016-0001		Change to 5.4/071

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
General Services Management Files	N1-059-03-010/10/C	5.1/010	DAA-GRS-2016-0016-0001		Change to 5.4/070
General Services Management Files	N1-059-03-010/11	5.4/090 and 1.1	DAA-GRS-2016-0011-0011		1.1/011
General Services Management Files	N1-059-03-010/12/A	5.4/140	DAA-GRS-2016-0011-0017		yes
General Services Management Files	N1-059-03-010/12/B	5.4/140	DAA-GRS-2016-0011-0017		yes
General Services Management Files	N1-059-03-010/2	1.1/010	DAA-GRS-2013-0003-0001		Change to 5.4/010
General Services Management Files	N1-059-03-010/22/A	5.2/020	DAA-GRS-2017-0003-0002		yes
General Services Management Files	N1-059-03-010/23/A/1	5.2/020	DAA-GRS-2017-0003-0002		yes
General Services Management Files	N1-059-03-010/23/A/2	5.2/020	DAA-GRS-2017-0003-0002		Change to: (1.1/ 010) DAA-GRS-2013-0003-0001
General Services Management Files	N1-059-03-010/3	5.1/010	DAA-GRS-2016-0016-0001		Change to: (5.4/010) DAA-GRS-2016-0011-0001
General Services Management Files	N1-059-03-010/7	5.4/010	DAA-GRS-2016-0011-0001		Yes
General Services Management Files	N1-059-03-010/8	5.4/090	DAA-GRS-2016-0011-0011		Yes
General Services Management Files	N1-059-03-010/9	1.1/010	DAA-GRS-2013-0003-0001		Change to: (1.1/011) DAA-GRS-2013-0003-0002
Group of Eight (G-8) Summit Planning Organization (SPO)	N1-059-04-001/14	1.1/020	DAA-GRS-2013-0003-0011		(1.1/001) DAA-GRS-2016-0013-0001
Group of Eight (G-8) Summit Planning Organization (SPO)	N1-059-04-001/17	1.1/011	DAA-GRS-2013-0003-0002		yes
Group of Eight (G-8) Summit Planning Organization (SPO)	N1-059-04-001/20	1.1/010	DAA-GRS-2013-0003-0001		yes
Group of Eight (G-8) Summit Planning Organization (SPO)	N1-059-04-001/22/A	5.2/020	DAA-GRS-2017-0003-0002		Obsolete-Word Processing copy
Passport Services and Related Records	N1-059-04-002/19/B/1/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Passport Services and Related Records	N1-059-04-002/19/B/2	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Passport Services and Related Records	N1-059-04-002/19/C/3	3.2/051	DAA-GRS-2013-0016-0008		Obsolete
The Office of Foreign Missions Information System (TOMIS)	N1-059-04-003/1/A	5.2/010	DAA-GRS-2017-0003-0001		Yes
The Office of Foreign Missions Information System (TOMIS)	N1-059-04-003/1/C	5.2/020	DAA-GRS-2017-0003-0002		Yes
The Defense Trade Application System (DTAS)	N1-059-04-004/1/A/1	5.2/020	DAA-GRS-2017-0003-0002		Yes
The Defense Trade Application System (DTAS)	N1-059-04-004/1/C/1	5.2/020	DAA-GRS-2017-0003-0002		Yes
The Defense Trade Application System (DTAS)	N1-059-04-004/1/C/2	5.2/020	DAA-GRS-2017-0003-0002		Yes
The Defense Trade Application System (DTAS)	N1-059-04-004/1/C/3	3.2/051	DAA-GRS-2013-0006-0008		Yes
Current Intelligence Staff	N1-059-04-005/4/A	5.2/010	DAA-GRS-2017-0003-0001		Obsolete-Word Processing copy
Current Intelligence Staff	N1-059-04-005/4/B	5.2/020	DAA-GRS-2017-0003-0002		yes (Non record)
Office of Academic Exchange Programs	N1-059-05-003/4	1.2/020	DAA-GRS-2013-0008-0001		Yes
Office of Academic Exchange Programs	N1-059-05-003/5	1.2/010	DAA-GRS-2013-0008-0007		Yes
Office of Citizen Exchanges	N1-059-05-005/5	1.2/020	DAA-GRS-2013-0008-0001		Yes
J. William Fulbright Foreign Scholarship Board	N1-059-05-006/9/A	5.2/010	DAA-GRS-2017-0003-0001		No - Obsolete
J. William Fulbright Foreign Scholarship Board	N1-059-05-006/9/B	5.2/020	DAA-GRS-2017-0003-0002		No - Obsolete

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Office of the Executive Director (ECA-IIP/EX)	N1-059-05-013/10	1.2/010	DAA-GRS-2013-0008-0007		No - GRS 1.1, 010 Per ECA Consolidation Crosswalk
Office of the Executive Director (ECA-IIP/EX)	N1-059-05-013/9	1.2/020	DAA-GRS-2013-0008-0001		Yes
Office of Policy and Evaluation (ECA/P/V)	N1-059-06-001/6/A	5.2/010	DAA-GRS-2017-0003-0001		No - Obsolete
Office of Policy and Evaluation (ECA/P/V)	N1-059-06-001/6/B	5.2/020	DAA-GRS-2017-0003-0002		No - Obsolete
Internet-Based Travel Registration System	N1-059-06-009/1	5.2/020	DAA-GRS-2017-0003-0002		Yes
Diplomatic Security Office of Training and Performance Support	N1-059-07-001/22/A	5.1/010	DAA-GRS-2016-0016-0001		Yes
Diplomatic Security Office of Training and Performance Support	N1-059-07-001/24	1.1/010	DAA-GRS-2013-0003-0001		Yes
Diplomatic Security Office of Training and Performance Support	N1-059-07-001/25	1.1/010	DAA-GRS-2013-0003-0001		Yes
Diplomatic Security Office of Training and Performance Support	N1-059-07-001/26	1.1/010	DAA-GRS-2013-0003-0001		Yes
Bureau of Diplomatic Security, Office of Computer Security	N1-059-07-011/7	2.6/030	DAA-GRS-2016-0014-0003		Yes
Bureau of Diplomatic Security, Office of Computer Security	N1-059-07-011/8, 9, 10	2.6/010	DAA-GRS-2016-0014-0001		Yes
	N1-059-07-011/9				Yes
	N1-059-07-011/10				Yes
Overseas Buildings Operations, Project Execution Office	N1-059-08-001/8	1.1/010	DAA-GRS-2013-0003-0001		Yes
Overseas Buildings Operations, Planning and Development	N1-059-08-002/10	1.1/010	DAA-GRS-2013-0003-0001		Yes
Foreign Service Institute -Executive Director for Management Office of the Registrar (FSI/EX/REG)	N1-059-08-007/7	1.1/010	DAA-GRS-2013-0003-0001		Change to: 1.1/011
Bureau of Overseas Buildings Operations PASS -Personnel Administration Security System Files	N1-059-08-014/3/A	2.2/080	DAA-GRS-2017-0007-0002		No - GRS Not Appropriate. The retention should remain as is until further review is conducted.
Department of State Public Website	N1-059-09-004/1/A	5.1/020	DAA-GRS-2016-0016-0002		Yes
Department of State Public Website	N1-059-09-004/2	3.1/020	DAA-GRS-2013-0005-0004		Yes
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/1	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-		Yes
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/14	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/15	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The retention should remain as is until further review is conducted.

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/16	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/17	2.7/040	DAA-GRS-2017-0010-0004		Yes
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/18	5.4/070 and 071, and 2.7/040	DAA-GRS-2016-0011-0008, DAA-GRS-2016-0011-0009, DAA-GRS-2017-0010-0004		YES - GRS 2.7/040 DAA-GRS-2017-0010-0004 ONLY!! (NO for GRS 5.4/070 & 071 not appropriate for this item)
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/21	5.6/090	DAA-GRS-2017-0006-0002		No - The records have stipulations (foreign buildings owned or leased bldgs) and retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/23	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The records have stipulations (foreign buildings owned or leased bldgs) and retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/24	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The records have stipulations (foreign buildings owned or leased bldgs) and retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/25	5.4/070 and 071	DAA-GRS-2016-0011-0008 and DAA-GRS-2016-0011-0009		No - The records have stipulations (foreign buildings owned or leased bldgs) and retention should remain as is until further review is conducted.
Overseas Buildings Operations Facilities Management Division	N1-059-09-005/28	2.7/040	DAA-GRS-2017-0010-0004		No - The records have stipulations (foreign buildings owned or leased bldgs) and retention should remain as is until further review is conducted.
Records of the Office of the Historian	N1-059-10-001/12	5.1/020 and 3.1/020	DAA-GRS-2016-0016-0002 and DAA-GRS-2013-0005-0004		yes
Records of the Office of the Historian	N1-059-10-001/6/A	6.2/010	DAA-GRS-2015-0001-0001		yes
Records of the Office of the Historian	N1-059-10-001/6/B	6.2/050 and 060	DAA-GRS-2015-0001-0005 and DAA-GRS-2015-0001-0006		Change to: (6.2/040) DAA-GRS-2015-0001-0006 and (6.DAA-GRS-2015-0001-0005 (6.2/050)
Conflict and Stabilization Operations External Website (G/CSO)	N1-059-10-005/2	6.5/020 and 6.4/020	DAA-GRS-2017-0002-0002 and DAA-GRS-2016-0005-0002		No - GRS 5.1/020 but the longer retention should remain in effect until further review is conducted. No Public Activity.
Conflict and Stabilization Operations External Website (G/CSO)	N1-059-10-005/3	3.1/020	DAA-GRS-2013-0005-0004		OK
Conflict and Stabilization Operations External Website (G/CSO)	N1-059-10-006/2	6.5/020 and 6.4/020	DAA-GRS-2017-0002-0002 and DAA-GRS-2016-0005-0002		No - GRS 5.1/020 but the longer retention should remain in effect until further review is conducted.
Conflict and Stabilization Operations External Website (G/CSO)	N1-059-10-006/3	3.1/020	DAA-GRS-2013-0005-0004		OK
Bureau of Resource Management	N1-059-10-012/1	1.3/010	DAA-GRS-2015-0006-0001	Superseded FY 17	Yes
Bureau of Resource Management	N1-059-10-012/2	1.3/020 and 040	DAA-GRS-2015-0006-0003 and DAA-GRS-2015-0006-		No - GRS 1.3/010

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Bureau of Resource Management	N1-059-10-012/3/A	1.3/040	DAA-GRS-2015-0006-0005		NO - This should remain the same since it the master repository until review is completed.
Bureau of Resource Management	N1-059-10-012/3/B	1.3/020	DAA-GRS-2015-0006-0003		Yes
Bureau of Resource Management	N1-059-10-012/5/A	1.3/020	DAA-GRS-2015-0006-0003		Yes
Bureau of Resource Management	N1-059-10-012/5/B	1.3/020	DAA-GRS-2015-0006-0003		Yes
Emergency Management (A/OEM)- Centralized Emergency Notification Systems (CENS)	N1-059-10-013	5.3/020	DAA-GRS-2016-0004-0002		yes
Bureau of East Asian and Pacific Affairs, Office of Regional Security and Policy (EAP/RSP)	N1-059-10-014/2	1.2/020	DAA-GRS-2013-0008-0001		yes
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/4/A	5.5/020	DAA-GRS-2016-0012-0002		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/4/B	5.5/020	DAA-GRS-2016-0012-0002		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/4/C	1.1/010	DAA-GRS-2013-0003-0001		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/5	1.1/010	DAA-GRS-2013-0003-0001		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/6/A	5.5/020	DAA-GRS-2016-0012-0002		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/6/B	5.5/020	DAA-GRS-2016-0012-0002		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/7	5.5/010	DAA-GRS-2016-0012-0001		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/8/A	5.1/010	DAA-GRS-2016-0016-0001		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/8/B	1.1/010	DAA-GRS-2013-0003-0001		Retain agency number pending discussion with office of record
Bureau of Administration Office of Global Publishing Solutions	N1-059-10-017/9	5.5/020	DAA-GRS-2016-0012-0002		Retain agency number pending discussion with office of record
Bureau of East Asian and Pacific Affairs, Office of Public Diplomacy (EAP/ PD)	N1-059-11-001/2	1.2/020	DAA-GRS-2013-0008-0001		DAA-GRS-2013-0008-0007 (GRS 1.2, item 010)
Bureau of International Information Programs, Office of Web Management	N1-059-11-002	2.6/010	DAA-GRS-2016-0014-0001		Yes
Bureau of Diplomatic Security Office of International Programs Directorate Office of Regional Directors (DS/IP/RD)	N1-059-11-003/4	3.1/001	DAA-GRS-2016-0013-0002		No. GRS 5.1, Item 010
Bureau of Diplomatic Security, Office of Protection	N1-059-11-011/1	1.1/010	DAA-GRS-2013-0003-0001		Yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Bureau of Diplomatic Security, Counterintelligence Division	N1-059-11-013/2	5.6/140 and 5.6/150	DAA-GRS-2017-0006-0019 and DAA-GRS-2017-0006-		Yes. GRS 5.6, Item 150
Bureau of Political-Military Affairs, Office of Weapons Removal and Abatement	N1-059-11-016/7	1.2/020	DAA-GRS-2013-0008-0001		Yes
Real Estate Management System (REMS)	N1-059-87-011/1	5.4/010, 5.4/070, 5.4/071	DAA-GRS-2016-0011-0001, DAA-GRS-2016-0011-0008, DAA-GRS-2016-0011-0009		Superseded by N1-059-08-16/8b
Commissary and Recreation Financial Statements	N1-059-87-012/1	1.1/010	DAA-GRS-2013-0003-0001		Change to: 1.1/011
Personnel From Side (PERFS)	N1-059-88-016/1	2.1/080	DAA-GRS-2014-0002-0013		Superseded by N1-059-00-008/5a
Medical Services Records	N1-059-89-037/1/1/A/2	2.7/060	DAA-GRS-2017-0010-0009		yes
Medical Services Records	N1-059-89-037/1/6	2.7/060	DAA-GRS-2017-0010-0009		yes
Medical Services Records	N1-059-89-037/1/7	2.7/060	DAA-GRS-2017-0010-0009		yes
Medical Services Records	N1-059-89-037/1/12/A/1	2.7/060	DAA-GRS-2017-0010-0009		yes should be N1-059-89-37, item 11a1
Medical Services Records	N1-059-89-037/1/12/A/2	2.7/060	DAA-GRS-2017-0010-0009		
Medical Services Records	N1-059-89-037/1/12/B	2.7/070	DAA-GRS-2017-0010-0012		no should be DAA-GRS-2017-0010-0009 and N1-059-89-37, item 11a2
Medical Services Records	N1-059-89-037/1/13/A	2.7/060	DAA-GRS-2017-0010-0009		yes should be N1-059-89-37, item 12a
Medical Services Records	N1-059-89-037/1/13/B	2.7/070	DAA-GRS-2017-0010-0012		yes should be N1-059-89-37, item 12b
Medical Services Records	N1-059-89-037/2/1	2.7/020	DAA-GRS-2017-0010-0002		no - item obsolete NN-166-005, item 2
Medical Services Records	N1-059-89-037/3/3	2.7/020	DAA-GRS-2017-0010-0002		no - item obsolete NN-166-005, item 3
Refugee Data Center (RDC) Records in New York	N1-059-89-040/6/A/1	5.2/020	DAA-GRS-2017-0003-0002		Superseded by N1-059-08-03/3b
Office of Defense Relations and Security Assistance Program Files	N1-059-92-031/10	1.3/041	DAA-GRS-2015-0006-0006		Yes
Arms Export Files	N1-059-92-032/1/A	5.2/020	DAA-GRS-2017-0003-0002		Yes
Arms Export Files	N1-059-92-032/3/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Arms Export Files	N1-059-92-032/8/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Arms Export Files	N1-059-92-032/9/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Arms Export Files	N1-059-92-032/12/C	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Assistant Secretary for Politico-Military Affairs Records	N1-059-92-040/2/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
Assistant Secretary for Politico-Military Affairs Records	N1-059-92-040/8/B	5.2/020	DAA-GRS-2017-0003-0002		Obsolete
White House Liaison Records	N1-059-93-025/1	2.1/060	DAA-GRS-2014-0002-0011		Change to 2.1/102
White House Liaison Records	N1-059-93-025/5	2.1/060	DAA-GRS-2014-0002-0011		Change to 2.1/102
Personnel Management Files and Monthly Status Reports	N1-059-93-048/1	2.2/010	DAA-GRS-2017-0007-0001		yes
Bureau of Inter-American Affairs Office of the Executive Director	N1-059-94-004/29/A?				Delete per Marci 1/26/2021
Bureau of Inter-American Affairs Office of the Executive Director	N1-059-94-004/29/C?	Schedule Only has Items 1-3			Delete per Marci 1/26/2021
Office of the Historian	N1-059-94-015/1/D/2	5.1/020	DAA-GRS-2016-0016-0002		Superseded by N1-059-10-01, item 1f

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Office of the Historian -Advisory Committee	N1-059-94-015/5/A	6.2/010	DAA-GRS-2015-0001-0001		Superseded by N1-059-10-01, item 6a
Office of the Historian	N1-059-94-015/5/B	6.2/040 and 6.2/	DAA-GRS-2015-0001-0004 and DAA-GRS-2015-0001-		Superseded by N1-059-10-01, item 6b
Property Management Report of Excess Equipment Returned	N1-059-94-017	1.1/030	DAA-GRS-2013-0003-0004		yes
Bureau of Diplomatic Security	N1-059-94-043/10	5.6/090	DAA-GRS-2017-0006-0012		No. GRS 4.2, Item 032
Bureau of Diplomatic Security	N1-059-94-043/105	1.2/020 and 1.1/	DAA-GRS-2013-0008-0001 and DAA-GRS-2013-0003-0001		Yes (DAA-0059-2011-0006-0003)
Bureau of Diplomatic Security	N1-059-94-043/25	5.3/010	DAA-GRS-2016-0004-0001		Yes (N1-059-10-19, item 12)
Bureau of Diplomatic Security	N1-059-94-043/32/D/1	5.6/090	DAA-GRS-2017-0006-0012		GRS 5.6, Item 100
Bureau of Diplomatic Security	N1-059-94-043/32/D/2	5.6/010, 090, 110, 111,	DAA-GRS-2017-0006-0001, DAA-GRS-2017-0006-0012, DAA-GRS-2017-0006-0014, DAA-GRS-2017-0006-0015		GRS 5.6, Item 100
Bureau of Diplomatic Security	N1-059-94-043/32/E	5.6/040	DAA-GRS-2017-0006-0004		GRS 5.6, Item 100
Bureau of Diplomatic Security	N1-059-94-043/32/F	5.6/080, 5.6/081	DAA-GRS-2017-0006-0010, DAA-GRS-2017-0006-0011, DAA-GRS-2017-0006-0013, DAA-GRS-2016-0011-0011, DAA-GRS-2017-0006-0001		GRS 5.6, Item 100
Bureau of Diplomatic Security	N1-059-94-043/32/G	5.6/200	DAA-GRS-2017-0006-0027		No. GRS 5.6, Item 100
Bureau of Diplomatic Security	N1-059-94-043/35/A	5.6/120	DAA-GRS-2017-0006-0016		No. GRS 5.6, Item 130
Bureau of Diplomatic Security	N1-059-94-043/35/B	5.6/120	DAA-GRS-2017-0006-0016		No. GRS 5.6, Item 010
Bureau of Diplomatic Security	N1-059-94-043/36	5.6/010	DAA-GRS-2017-0006-0001		Yes
Bureau of Diplomatic Security	N1-059-94-043/81/B/1	5.6/181	DAA-GRS-2017-0006-0025		No. GRS 5.6, item 180 (N1-059-08-18, item 1a(4))
Bureau of Diplomatic Security	N1-059-94-043/81/B/2	5.6/180	DAA-GRS-2017-0006-0024		Yes (N1-059-08-18, item 1a(5))
Bureau of Diplomatic Security	N1-059-94-043/81/C/1	5.6/181	DAA-GRS-2017-0006-0025		No. Superseded by 'DAA-0059-2018-0003-0002
Bureau of Diplomatic Security	N1-059-94-043/81/C/3	5.6/181	DAA-GRS-2017-0006-0025		Yes (N1-059-08-18, item 1a(8))
Bureau of Diplomatic Security	N1-059-94-043/81/D	5.6/181	DAA-GRS-2017-0006-0025		Obsolete
Bureau of Inter-American Affairs, Nicaragua, 1984-90	N1-059-94-044/7	1.2/020 and 1.1/010	and DAA-GRS-2013-0003-0001		Agency schedule stands Permanent High dollar grant files
Bureau of Inter-American Affairs, Nicaragua, 1984-90	N1-059-94-044/8	1.2/020 and 1.1/010	and DAA-GRS-2013-0003-0001		Agency schedule stands Permanent High dollar financial files
Office of UNESCO and Scientific Programs Education and Scientific Grant and Contribution Case Files	N1-059-95-001	1.2/020 and 1.1/010	DAA-GRS-2013-0008-0001 and DAA-GRS-2013-0003-0001		DAA-GRS-2013-0008-0006 (1.21 020)
Bureau of Administration Information Management	N1-059-95-004/24	4.2/030	DAA-GRS-2019-0001-0002		yes
Overseas School Country Files	N1-059-95-005	1.2/020 and 1.1/010	DAA-GRS-2013-0008-0001 and DAA-GRS-2013-0003-		DAA-GRS-2013-0003-0001 (1.1/010)
Passport Services	N1-059-96-005/21/C/3	3.2/051	DAA-GRS-2013-0006-0008		Yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Passport Services	N1-059-96-005/22/C/2	3.2/051	DAA-GRS-2013-0006-0008		Yes
Bureau of Administration Property Management	N1-059-96-016/1/A	5.4/010	DAA-GRS-2016-0011-0001		yes
Bureau of Administration Property Management	N1-059-96-016/2	5.4/010	DAA-GRS-2016-0011-0001		yes
Bureau of Administration Property Management	N1-059-96-016/3/A	5.4/010	DAA-GRS-2016-0011-0001		Change: DAA-GRS-2013-0003-0002 (1.1/011)
Bureau of Administration Property Management	N1-059-96-016/4/A	5.4/010	DAA-GRS-2016-0011-0001		yes
Bureau of Administration Property Management	N1-059-96-016/5	1.1/010	DAA-GRS-2013-0003-0001		DAA-GRS-2016-0011-0001 (5.4/011)
International Merchant Purchase Authorization Card (I.M.P.A.C.) Files	N1-059-96-029/1	1.1/011	DAA-GRS-2013-0003-0002		yes
Medical X-Ray Films	N1-059-97-019	2.7/070	DAA-GRS-2017-0010-0012		yes
Bureau of Finance and Management Policy (FMP) Chief Financial Officer	N1-059-99-018/3/A	6.2/010	DAA-GRS-2015-0001-0001		yes
Bureau of Finance and Management Policy (FMP) Chief Financial Officer	N1-059-99-018/5/A	6.2/010	DAA-GRS-2015-0001-0001		yes
Credit Card Files Foreign Service Institute (FSI)	N1-059-99-022/1	1.1/010	DAA-GRS-2013-0003-0001		yes
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/1	2.2/010	DAA-GRS-2017-0007-0001		yes
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/2	2.2/010	DAA-GRS-2017-0007-0001		no use GRS 2.2, Item 020
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/3	2.2/010	DAA-GRS-2017-0007-0001		yes
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/4	2.2/010	DAA-GRS-2017-0007-0001		no use GRS 2.5, Item 010
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/5	2.2/010	DAA-GRS-2017-0007-0001		No use DAA-GRS-2016-0014-0001 (GRS 2.6, Item 010)
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/6	2.2/010	DAA-GRS-2017-0007-0001		item obsolete
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/7	2.2/010	DAA-GRS-2017-0007-0001		yes
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/8	2.2/010	DAA-GRS-2017-0007-0001		item obsolete
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/9	2.2/010	DAA-GRS-2017-0007-0001		yes
Office of Personnel, Personnel Statistics and Employee Reports	NC-059-75-007/10	2.2/010	DAA-GRS-2017-0007-0001		NonRecord - Reference Copy
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/1/A	2.2/030	DAA-GRS-2017-0007-0003		Superseded by N1-059-00-11/10a(1)
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/1/B	2.2/030	DAA-GRS-2017-0007-0003		yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/2	2.2/030	DAA-GRS-2017-0007-0003		yes
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/4	2.2/030	DAA-GRS-2017-0007-0003		obsolete
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/5	2.7/070	DAA-GRS-2017-0010-0012		Obsolete
Department of State Employee Campaigns and Incentives Branch	NC-059-75-008/8	2.7/070, 2.7/080	DAA-GRS-2017-0010-0012, DAA-GRS-2017-0010-0013		Obsolete
Foreign Service Mustang Program Files and Grievance Files	NC-059-75-009/2	2.3/060	DAA-GRS-2018-0002-0006		GRS 2.1, Item 050/NC-059-75-09, Item 3
Personnel and Applicant Security Clearance Case Files	NC-059-75-011/1	5.6/170, 5.6/171	DAA-GRS-2017-0006-0022, DAA-GRS-2017-0006-0023, DAA-GRS-2017-0006-0024, DAA-GRS-2017-0006-0025		Yes
Personnel and Applicant Security Clearance Case Files	NC-059-75-011/2	5.6/170, 5.6/171	DAA-GRS-2017-0006-0022, DAA-GRS-2017-0006-0023, DAA-GRS-2017-0006-0024, DAA-GRS-2017-0006-0025		Yes
Foreign Affairs Document and Reference Center Publications, Issuances and Regulations, and Organizational Charts	NC-059-75-014/1/B	5.2/020	DAA-GRS-2017-0003-0002		NonRecord - Reference copies
Foreign Affairs Document and Reference Center Publications, Issuances and Regulations, and Organizational Charts	NC-059-75-014/12/A	1.3/041	DAA-GRS-2015-0006-0006		yes
Foreign Affairs Document and Reference Center Publications, Issuances and Regulations, and Organizational Charts	NC-059-75-014/12/B	2.2/080	DAA-GRS-2017-0007-0012		Yes
Foreign Affairs Document and Reference Center Publications, Issuances and Regulations, and Organizational Charts	NC-059-75-014/12/C	5.1/010	DAA-GRS-2016-0016-0001		Yes
Foreign Affairs Document and Reference Center	NC-059-75-017/2	4.2/030	DAA-GRS-2019-0001-0002		Superseded by N1-059-95-04/24
Foreign Affairs Document and Reference Center	NC-059-75-017/3	4.1/020	DAA-GRS-2013-0002-0007		yes
Foreign Affairs Document and Reference Center	NC-059-75-017/4	4.1/020	DAA-GRS-2013-0002-0007		Yes
Foreign Affairs Document and Reference Center	NC-059-75-017/8	4.1/020	DAA-GRS-2013-0002-0007		Yes
Foreign Affairs Document and Reference Center	NC-059-75-017/9/A	4.1/020	DAA-GRS-2013-0002-0007		yes
Foreign Affairs Document and Reference Center	NC-059-75-017/9/B	4.1/020	DAA-GRS-2013-0002-0007		yes
Foreign Affairs Document and Reference Center	NC-059-75-017/10	4.1/020	DAA-GRS-2013-0002-0007		yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Foreign Affairs Document and Reference Center	NC-059-75-017/11	4.1/020	DAA-GRS-2013-0002-0007		yes
Foreign Affairs Document and Reference Center	NC-059-75-017/12	4.1/020	DAA-GRS-2013-0002-0007		yes
Foreign Affairs Document and Reference Center	NC-059-75-017/13	4.1/020	DAA-GRS-2013-0002-0007		yes
Medical X-Rays	NC-174-000122/1	2.7/070	DAA-GRS-2017-0010-0012		yes
Medical Case Files; Records of Retired Case Files	NC1-059-76-12	2.7/070	DAA-GRS-2017-0010-0012		item obsolete
Foreign Service Institute Language Laboratory	NC1-059-76-16/1	1.1/011	DAA-GRS-2013-0003-0002		ok
International Visitors Program	NC1-059-77-08/1	1.2/020	DAA-GRS-2013-0008-0001		yes
Bureau Work/Study Employee Files	NC1-059-77-15/1	2.2/110	DAA-GRS-2017-0007-0016		Change to 2.1/120
Freedom of Information Case Files	NC1-059-77-16/1	4.2/020	DAA-GRS-2016-0002-0001		yes
Grievance and Suitability Files for Civil and Foreign Service Employees; Foreign Service Performance Evaluation Files; Administrative Clearances for Separation	NC1-059-77-18/2/A	2.3/060	DAA-GRS-2018-0002-0006		yes
Grievance and Suitability Files for Civil and Foreign Service Employees; Foreign Service Performance Evaluation Files; Administrative Clearances for Separation	NC1-059-77-18/2/B	2.3/060	DAA-GRS-2018-0002-0006		Yes
Privacy Act Requests Files	NC1-059-77-21/1	4.2/020	DAA-GRS-2016-0002-0001		yes
Freedom of Information Act Request and Appeal Files	NC1-059-77-24/1	4.2/020	DAA-GRS-2016-0002-0001		yes
Freedom of Information Act Request and Appeal Files	NC1-059-77-24/2	4.2/020	DAA-GRS-2016-0002-0001		yes
Post Organization and Administration Records	NC1-059-77-26/8	1.3/020	DAA-GRS-2015-0006-0002		1.3/041
Post Organization and Administration Records	NC1-059-77-26/9	1.3/020	DAA-GRS-2015-0006-0002		1.3/041
Post Organization and Administration Records	NC1-059-77-26/10	1.3/020	DAA-GRS-2015-0006-0002		(1.3, item 050) DAA-GRS-2015-0006-0007
Post Organization and Administration Records	NC1-059-77-26/11	1.1/020	DAA-GRS-2013-0003-0011		(1.3, item 050) DAA-GRS-2015-0006-0007
Post Organization and Administration Records	NC1-059-77-26/12	1.1/011	DAA-GRS-2013-0003-0002		DAA-GRS-2016-0013-0001 (1.1, item 001)
Personnel Security Cases	NC1-059-78-04/1	5.6/170, 5.6/171	DAA-GRS-2017-0006-0022, DAA-GRS-2017-0006-0023, DAA-GRS-2017-0006-0024, DAA-GRS-2017-0006-0025		Obsolete (was superseded by N1-059-94-043, item 81d)

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Merit Promotion Announcement and Applicant Files	NC1-059-78-13/1	2.1/020, 2.1/050	DAA-GRS-2014-0002-0002, DAA-GRS-2017-0011-0001 and DAA-GRS-2017-0011-0001		yes GRS 2.1, Item 050
Congressional Committee Travel Abroad	NC1-059-78-14/1/A	1.1/010	DAA-GRS-2013-0003-0001		yes
Congressional Committee Travel Abroad	NC1-059-78-14/1/B	1.1/001	DAA-GRS-2016-0013-0001		yes
Office of Budget Allotment and Apportionment Controls	NC1-059-79-15/1	1.1/010	DAA-GRS-2013-0003-0001		Superseded by N1-059-10-12, item 5a
Security Surveys of U.S. Government-Owned Facilities Abroad	NC1-059-80-03/1	5.6/080 and 5.6/081	DAA-GRS-2017-0006-0010 and DAA-GRS-2017-0006-0001		Yes. GRS 5.6, Item 81
Claims for Employee Compensation from Merit Promotion Announcement Files	NC1-059-80-06/1	2.4/100	DAA-GRS-2016-0015-0012		yes
	NC1-059-80-15	2.1/020, 2.1/050	DAA-GRS-2014-0002-0002, DAA-GRS-2017-0011-0001 and DAA-GRS-2017-0011-0001		yes GRS 2.1, Item 050
Library of the Department of State	NC1-059-80-21/1/A	4.4/010	DAA-GRS-2015-0003-0001		Superseded by N1-059-95-04, item 30a
Library of the Department of State	NC1-059-80-21/1/B	4.4/020	DAA-GRS-2015-0003-0002		Superseded by N1-059-95-04, item 30b
Library of the Department of State	NC1-059-80-21/2	4.4/020	DAA-GRS-2015-0003-0002		4.4/010 DAA-GRS-2015-0003-0001
Library of the Department of State	NC1-059-80-21/3	4.4/020	DAA-GRS-2015-0003-0002		Superseded by N1-059-95-04, item 30b
Library of the Department of State	NC1-059-80-21/4	5.1/010	DAA-GRS-2016-0016-0001		Superseded by N1-059-95-04, item 30b
Civil Service Upward Mobility Program Files	NC1-059-84-02/1	2.1/050 and 2.1/051	DAA-GRS-2017-0011-0001 and DAA-GRS-2017-0011-0001		yes GRS 2.1, Item 051
Budget and Finance Employee Fiscal Folder and Pay Cards	NN-173-000226/1	2.4/010, 2.2/050	DAA-GRS-2019-0004-0001, DAA-GRS-2017-0007-0006		DAA-GRS-2016-0015-0004 (GRS 2.4, item 040)
Budget and Finance Employee Fiscal Folder and Pay Cards	NN-173-000226/2	2.4/010, 2.2/050	DAA-GRS-2019-0004-0001, DAA-GRS-2017-0007-0006		DAA-GRS-2019-0004-0001 (2.4/010)
Medical Case Files	NN-173-000236/1	2.7/070	DAA-GRS-2017-0010-0012		yes
Office of Budget and Finance International Travel File	NN-173-000335/1	1.1/010	DAA-GRS-2013-0003-0001		yes
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/4/A	1.1/011	DAA-GRS-2013-0003-0002		DAA-GRS-2013-0003-0002 (1.1/010)
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/4/B	1.1/011	DAA-GRS-2013-0003-0002		yes
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/5	1.3/031, 1.3/041	DAA-GRS-2015-0006-0004 and DAA-GRS-2015-0006-0001		Superseded by N1-059-95-23/1a
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/6	1.3/041 and 1.3/041	DAA-GRS-2015-0006-0006 and DAA-GRS-2015-0006-0001		DAA-GRS-2015-0006-0006 (1.3/041)
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/7	1.1/020	DAA-GRS-2013-0003-0011		yes
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/8/A	1.1/011	DAA-GRS-2013-0003-0002		yes

Title	Schedule Number	GRS Citation	GRS Schedule	Notes	DOS Decision
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/8/B	1.1/011	DAA-GRS-2013-0003-0002		yes
Special Assistant to the Secretary for Refugee and Migration Affairs	NC-174-000198/8/C	1.2/020 and 1.1/011	DAA-GRS-2013-0008-0001 and DAA-GRS-2013-0003-0002		DAA-GRS-2013-0003-0002 Item 011