

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2023-0005

Status: APPROVED  
Date Approved: 10/09/2024

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Executive Secretariat
Schedule Subject	Executive Secretariat Document Tracking and Management Records
Additional Schedule Information	Records covering Executive Secretariat document tracking and management application currently called Cascade.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2023-0005

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Executive Secretariat Document Tracking and Management Records	Permanent

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Records Schedule Items

<b>DAA-0059-2023-0005-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Executive Secretariat Document Tracking and Management Records	
Item Description	Currently called Cascade and includes the master file and index, the application provides the Secretary of State and other senior Department principals the ability to receive foreign policy memoranda and correspondence from Department bureaus and offices electronically, as well as tasking, tracking submissions, drafting, clearing, reviewing, and archiving all paperless submissions. Records include, but are not limited to, internal and external correspondence, action memos, information memos, briefing checklists, telephone talking points, and documents received from other agencies.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of the Secretary's tenure or sooner if necessary.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Structured data formats:10000 documents	
Approximate first year of records covered by this authority	2020	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	

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FOIA Exemption(s)	FOIA (b)(1) National Security
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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024