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Front Office**A-11-001-10 Policy File - Arrange by TAGS and Terms**

Description: Congressionals, correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counterterrorism, diplomatic couriers, emergency plans, field offices, information systems, investigations, overseas operations, Overseas Security Advisory Council (OSAC), physical security, procedures, protection, services, technology, threats, and other related subjects.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-059-94-43, item 1(1)a **Date Edited:** 10/26/2007

A-11-001-11 Assistant Secretary's Chronological File - Arrange by message reference number or by date

Description: Extra copies of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary or Deputy Assistant Secretary.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-059-94-43, item 1(1)b **Date Edited:** 10/26/2007

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Executive Director

A-11-002-01 Privacy Act General - Administrative File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, notices, and other documentation on the Privacy Act covering DS's implementation of the Act.

Disposition: Cut off file at end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: GRS 14, item 26 **Date Edited:** 4/1/1999

A-11-002-01a Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: a. Copy of requestor's letter, final response, record of areas searched, results, and Request Transmittal Sheet (DS-1748).

Disposition: Retire to DS central file when 2 years old or after final action.

DispAuthNo: N1-059-94-43, item 102a **Date Edited:** 10/26/2007

A-11-002-01b Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: b. All other items.

Disposition: Destroy 2 years after final action.

DispAuthNo: N1-059-94-43, item 102b **Date Edited:** 10/26/2007

A-11-002-20 Security Awareness Program - Subject File

Description: Informational and educational materials; brochures; Congressionals; general correspondence; memorandums; memorandums of conversation; press guidance; publications; speeches; and telegrams - dealing with - security awareness policies, programs and issues on: Department and post facilities; exhibits; the Foreign Service Institute; investigations; the Marine Corps Security Guard Program; the Materials Review Board; the Overseas Advisory Council; protection; public and media inquiries; public service campaigns; reward programs; security; technical security; terrorism; threats; and professional security training.

Disposition: Block by year. Cut off at the end of the calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-059-92-19, item 1 **Date Edited:** 10/26/2007

A-11-002-21 Security Awareness Program - Motion Picture Films

Description: Classified or unclassified films, originals or duplicates, not produced by or for the Department.

Disposition: Destroy when out of date or no longer needed.

DispAuthNo: N1-059-92-19, item 3 **Date Edited:** 10/26/2007

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A-11-002-22a	Security Awareness Program - Publications
Description:	a. Master Set. One copy of each publication dealing with overall reports on terrorist activities and political violence.
Disposition:	Permanent. Retire to RSC when 3 years old. RSC transfer to WNRC after 5 years and offer to NARA after 30 years. Destroy all other publications.
DispAuthNo:	N1-059-92-19, item 2a
Date Edited:	10/26/2007
A-11-002-22b	Security Awareness Program - Publications
Description:	b. Distribution Copies. All other publications and distribution copies.
Disposition:	Destroy when the publication is updated or is obsolete.
DispAuthNo:	N1-059-92-19, item 2b
Date Edited:	10/26/2007
A-11-002-22c	Security Awareness Program - Publications
Description:	c. Art Work. Graphic art work of all types used to make covers and illustrations for publications: camera ready copies, hard copies, negatives, photographs, photostats, etc.
Disposition:	Destroy when the publication is updated or is obsolete.
DispAuthNo:	N1-059-92-19, item 2c
Date Edited:	10/26/2007
A-11-002-23a	Security Awareness Program - Slides - Produced by or for the Department
Description:	a. Original Slides - Historical - Classified and unclassified slides produced by or for the Department that cover historical persons, places, events, or things.
Disposition:	Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the items, photographs, and slides in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.
DispAuthNo:	N1-059-92-19, item 6a
Date Edited:	10/26/2007
A-11-002-23b	Security Awareness Program - Slides - Produced by or for the Department
Description:	b. All Other Slides - Classified or unclassified slides, originals or copies, produced for or by the Department.
Disposition:	Destroy 3 years after a determination that they are out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 6b
Date Edited:	10/26/2007

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A-11-002-23c **Security Awareness Program - Slides - Not Produced by or for the Department**

Description: c. Classified or unclassified slides not produced by or for the Department.

Disposition: Destroy 1 year after a determination that they are out of date or no longer needed.

DispAuthNo: N1-059-92-19, item 6c **Date Edited:** 10/26/2007

A-11-002-24a **Security Awareness Program - Still Photographs and Negatives - Historical Photographs, and Negatives - Produced by or for the Department**

Description: Classified and unclassified photographs produced by or for the Department that cover current or historical persons, places, events, or things. This also includes photographs that are covered by copyrights which the Department has purchased a limited or unlimited right to reproduce.

a. Original photograph and 1(one) negative, if any.

Disposition: Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the photographs, and negatives in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.

DispAuthNo: N1-059-92-19, item 5a **Date Edited:** 10/26/2007

A-11-002-24b **Security Awareness Program - Still Photographs and Negatives - Produced by or for the Department**

Description: b. All other photographs. Classified or unclassified photographs produced by or for the Department.

Disposition: Destroy 3 years after a determination that they are out of date or no longer needed.

DispAuthNo: N1-059-92-19, item 5b **Date Edited:** 10/26/2007

A-11-002-24c **Security Awareness Program - Still Photographs and Negatives - Photographs not produced by or for the Department**

Description: c. Classified or unclassified photographs, originals, duplicates, or negatives, not produced by or for the Department.

Disposition: Destroy 1 year after a determination that they are out of date or no longer needed.

DispAuthNo: N1-059-92-19, item 5c **Date Edited:** 10/26/2007

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A-11-002-25a(1)	Security Awareness Program - Video Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Historical tapes produced by or for the Department. (1) Original tapes, if no longer needed to make copies, and 1 working copy.
Disposition:	Retire to RSC when 2 years old. RSC offer all titles to the National Archives immediately. Those not accepted for transfer to the National Archives will be destroyed when no longer needed.
DispAuthNo:	N1-059-92-19, item 4a(1)
Date Edited:	10/26/2007

A-11-002-25a(2)(a)	Security Awareness Program - Video-Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Video-Cassette Tapes-Historical tapes produced by or for the Department. (2) Duplicate tapes (a) Classified tapes
Disposition:	Destroy when out of date or no longer needed.
DispAuthNo:	GSR 21, item 21
Date Edited:	4/1/1999

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A-11-002-25a(2)(b)	Security Awareness Program - Video-Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Video-Cassette Tapes-Historical tapes produced by or for the Department. (2) Duplicate tapes (b) Unclassified tapes
Disposition:	Erase tapes when out of date or no longer needed and reuse.
DispAuthNo:	GSR 21, item 21
Date Edited:	4/1/1999
A-11-002-25b	Security Awareness Program - Video-Cassette Tapes not produced by or for the Department
Description:	b. Classified or unclassified tapes, originals or duplicates, not produced by or for the Department.
Disposition:	Destroy 1 year after a determination that tape is out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 4b
Date Edited:	10/26/2007
A-11-002-30	Advisory Panel on Overseas Security - Arrange by subject or type of records
Description:	Memorandums, correspondence, notes, briefing materials, telegrams, minutes of meetings, taskers and responses, reports, statements, drafts, and other documentation relating to the work and activities of the Panel (Inman). The file includes reports and other material submitted to the Panel by other agencies. The Panel was established to develop a comprehensive foreign affairs agency plan to meet the challenges of security of U.S. Government operations abroad, and of foreign governments in the U.S.
Disposition:	Permanent. Retire to RSC for immediate transfer to WNRC. Transfer to the National Archives in 2010.
DispAuthNo:	N1-059-95-28
Date Edited:	10/26/2007

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A-11-002-31	Security Planning - Program File - Arrange by TAGS and Terms
Description:	Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.
Disposition:	TEMPORARY: See sub sections 31a-c for specific dispositions.
DispAuthNo:	N1-059-94-43, item 103
Date Edited:	10/26/2007
A-11-002-31a	Security Planning - Program File - Arrange by TAGS and Terms
Description:	a. Milestone Charts.
Disposition:	Cut off file at end of every 5 calendar years. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 103a
Date Edited:	10/26/2007
A-11-002-31b	Security Planning - Program File - Arrange by TAGS and Terms
Description:	b. Office of the Inspector General (OIG) inspection replies.
Disposition:	Cut off file at end of every 5 calendar years. Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 103b
Date Edited:	10/26/2007
A-11-002-31c	Security Planning-Program File - Arrange by TAGS and Terms
Description:	c. All other material.
Disposition:	Cut off file at end of every 5 calendar years. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 103c
Date Edited:	10/26/2007
A-11-002-32a	Security Policy Publications File
Description:	Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects. a. Master set.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to National Archives after 30 years.
DispAuthNo:	N1-059-94-43, item 104a
Date Edited:	10/26/2007

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A-11-002-32b	Security Policy Publications File
Description:	Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects. b. All other copies.
Disposition:	Destroy when updated.
DispAuthNo:	N1-059-94-43, item 104b
Date Edited:	10/26/2007
A-11-002-40a	Agent Credentials - Program File
Description:	Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects. a. Receipts and related documentation. Arrange file by media identification number.
Disposition:	Retain in office. Cut off file upon credential design change. Destroy 25 years after cut off date.
DispAuthNo:	N1-059-94-43, item 98a
Date Edited:	10/26/2007
A-11-002-40b	Agent Credentials - Program File - Arrange by subject
Description:	Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects. b. General correspondence.
Disposition:	Retain in office. Cut off file at the end of each calendar year. Destroy 25 years after cut off date.
DispAuthNo:	N1-059-94-43, item 98b
Date Edited:	10/26/2007

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A-11-002-41	Agent Training - Case File - Arrange by agent
Description:	Certificates, DSTR Training Form (DS-1889), and Request, Authorization, Agreement, and Certification of Training (SF-182) on agent basic security training or extension training covering attendance, courses, funding, transcripts, verification of training, and other related subjects.
Disposition:	Cut off file at termination of employment with Department. Retire to RSC 1 year after cut off date. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 99
Date Edited:	10/26/2007

A-11-002-42	Class - Program File - Arrange by class
Description:	Certificates, and memorandums on security training covering attendance records, class schedules, evaluations, instructor notes, report cards, rosters, travel vouchers, and other related subjects.
Disposition:	Cut off file at end of class. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 100
Date Edited:	10/26/2007

A-11-002-43	Emergency Security Support - Program File - Arrange by post
Description:	Telegrams and other documentation on posts emergency security support covering American community briefings, counter-terrorism defensive driving, counter threats, deployments, emergencies, evacuations, firearms, hostages, improvised explosive devices (IED), local guards, operations, personal protection, post security programs, protection, responses, safety, security, security situations, security support teams (SST), surveillance, terrorists, threats, U.S. Marine Corps security guards, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 95
Date Edited:	10/26/2007

A-11-002-44	Security Grant Administrative File
Description:	Correspondence relating to routine operations and daily activities in administration of the grant program.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-94-43, item 106
Date Edited:	10/26/2007

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A-11-002-45 Security Grant Case Files

Description: 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 policy directives, grant program, local police, OIG audit reports, Cost Principles for State and Local Governments, Grants and Cooperative Agreements (with State and Local Governments, and universities), operational responsibilities, payments (copies of), protection, reports, schedules, services, state police, tasking orders, training, vehicles, and other related subjects.

Disposition: Destroy 3 year after final payment or termination of agreement whichever is sooner.

DispAuthNo: N1-059-94-43, item 105

Date Edited: 10/26/2007

A-11-002-46 Mobile Training Teams - Program File

Description: Telegrams and reports on posts security training by mobile training teams (MTT) covering scheduled training, security support teams (SST) for unscheduled training, closing reports, crimes, counter threats, courses, course schedules, deployments, evacuations, personal security, protective training, safe haven emergency medical care training, security operations, terrorism, security training programs, terrorism, travel, trip reports, U.S. Marine Corps security guards, visits, and other related subjects.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition: Destroy 1 year after cut off date.

DispAuthNo: N1-059-94-43, item 96

Date Edited: 10/26/2007

A-11-002-47 RSO and SEO Training Class - Program File

Description: Correspondence, maps, memorandums, reports, slides, videos, and Request, Authorization, Agreement, & Certification of Training (SF-182) on regional security officer (RSO) and security engineering officer (SEO) training covering background and briefing materials, construction, counter-terrorism, course materials, courses, diplomatic couriers, engineering, handouts, instructors, instructor notes, investigations, local guards, locks, notifications, U.S. Navy Seabees, requests to teach, schedules, security awareness, speakers, special training, student rosters, surveillance, technical security awareness, travel, U.S. Marine Corps security guards, and other related subjects.

Disposition: TEMPORARY: See sub sections 47a & b for specific disposition

DispAuthNo: N1-059-94-43, Item 94

Date Edited: 10/26/2007

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A-11-002-47a **RSO and SEO Training Class - Program File - Arrange by class**

Description: a. RSO Classes.

 Arrange files by class.

Disposition: Cut off at the end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: N1-059-94-43, item 94a **Date Edited:** 10/26/2007

A-11-002-47b **RSO and SEO Training Class - Program File - Arrange by class**

Description: b. SEO Classes.

 Arrange files by class

Disposition: Cut off file at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-059-94-43, item 94b **Date Edited:** 10/26/2007

A-11-002-48 **Training Courses - Program Files**

Description: Memorandums, summary reports, and other documentation on the design and evaluation of training courses or lesson plans covering course historical documentation, data, development and final plans, evaluations, instructional aids and objectives, RSO's, SEO's, student handouts, working lesson plans, and other related subjects.

Disposition: See sub sections 48a & b for specific disposition

DispAuthNo: N1-059-94-43, item 97 **Date Edited:** 10/26/2007

A-11-002-48a **Training Courses - Program Files**

Description: a. Course Design and Evaluation File - arrange file by course

Disposition: Retain in office. Cut off course file when obsolete and place in inactive file. Destroy 25 years after cut off date.

DispAuthNo: N1-059-94-43, item 97a **Date Edited:** 10/26/2007

A-11-002-48b **Training Courses - Program Files**

Description: b. Course Lesson Plans - Master Copy File - arrange file by plan

Disposition: Retain in office. Cut off course file when obsolete and place in inactive file. Destroy 25 years after cut off date.

DispAuthNo: N1-059-94-43, item 97b **Date Edited:** 10/26/2007

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Countermeasures & Counterintelligence

A-11-003-10a(1)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system. (1) Printouts.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 36a(1)
Date Edited:	10/26/2007
A-11-003-10a(2)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system. (2) Cassettes.
Disposition:	Reuse when 2 weeks old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36a(2)
Date Edited:	10/26/2007
A-11-003-10b(1)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system. (1) Printouts.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 36b(1)
Date Edited:	10/26/2007
A-11-003-10b(2)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system. (2) Cassettes.
Disposition:	Reuse when 2 weeks old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36b(2)
Date Edited:	10/26/2007

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A-11-003-10c	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	c. Security Monitoring Cameras File. Video Home System (VHS) video cassette tapes generated by the security monitoring cameras.
Disposition:	Reuse when 1 week old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36c
Date Edited:	10/26/2007

A-11-003-11a	Building Pass Files
Description:	a. Card Issuance File. Authorization to Issue Permanent Department of State Employee I.D. Card (DS-1838), Authorization to Issue Department of State Building Pass (DS-1839), and other documentation on I.D. cards and building passes covering authorizations, buildings, issuance's, and other related subjects.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 35a
Date Edited:	10/26/2007

A-11-003-11b(1)	Building Pass Files
Description:	Card Activity History File. On-line history of building pass usage. (1) Printouts.
Disposition:	Destroy when 6 months old.
DispAuthNo:	N1-059-94-43, item 35b(1)
Date Edited:	10/26/2007

A-11-003-11b(2)	Building Pass Files
Description:	Card Activity History File. On-line history of building pass usage. (2) Cassettes, floppies, and magnetic tapes.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-94-43, item 35b(2)
Date Edited:	10/26/2007

A-11-003-12	Building Passes for Persons who are not Department Employees - Case File
Description:	Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects.
Disposition:	Destroy 1 year after cancellation of pass.
DispAuthNo:	N1-059-94-43, item 30
Date Edited:	10/26/2007

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A-11-003-13	Data Cards File
Description:	Data cards on individuals covering the issuance of building passes.
Disposition:	Destroy when new pass is issued or at termination of employment.
DispAuthNo:	N1-059-94-43, item 31
Date Edited:	10/26/2007

A-11-003-14	Facilities Physical Security - Program File - Arrange by TAGS and Terms
Description:	Accrediting reports, copies of contracts, memorandums, status reports, surveys, and telegrams on physical security for facilities covering advice of allotments, antennas, certifications, comments, controlled access areas, construction, designs, drawings, funding, installations, new office buildings (NOB), plans, projects, rehabilitation, requirements, reviews, shipping, space, surveys, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 7 years after cut off date.
DispAuthNo:	N1-059-94-43, item 51
Date Edited:	10/26/2007

A-11-003-15	Fire and Security Alarms File - Arrange by TAGS and Terms
Description:	Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects.
Disposition:	Cut off file at the end of each calendar year. Destroy 3 years after cut off date.
DispAuthNo:	GRS 18, item 10
Date Edited:	4/1/1999

A-11-003-16	Industrial Security Case File
Description:	Documentation on security clearances covering the facilities of private organizations, when the Department is interested in bidding on a classified contract which uses those facilities.
Disposition:	Destroy upon close out of contract. (ref. NN-172-188, item 19)
DispAuthNo:	N1-059-94-43, item 40
Date Edited:	10/26/2007

A-11-003-17	Industrial Security Inspection File
Description:	Reports on contracts covering security classification inspections.
Disposition:	Destroy 6 months after closeout of contract.
DispAuthNo:	N1-059-94-43, item 41
Date Edited:	10/26/2007

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A-11-003-18a **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: a. Entry Notices.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-059-94-43, item 32a **Date Edited:** 10/26/2007

A-11-003-18b **Internal Investigation - Program Files - Arrange by case. Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: b. Evidence. Reports, testimony, witnesses' statements, etc.

Disposition: Destroy 2 years after case is completed.

DispAuthNo: N1-059-94-43, item 32b **Date Edited:** 10/26/2007

A-11-003-18c **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: c. Forms

Accident Report, GSA (SF-94-A), Claim for Damage, Injury or Death (SF-95), Data Bearing on Scope of Employment of Motor Vehicle Operator (OF-26), Operator's Report of Motor Vehicle Accident (SF-91), Statement of Witness (SF-94).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-94-43, item 32c **Date Edited:** 10/26/2007

A-11-003-18d(1) **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: d. Logs

(1) Short Term Logs, Equipment Issue Log, Key Sign Out Log, Post Duty Log, Tape Log, 24 Hour Duty Log.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-059-94-43, item 32d(1) **Date Edited:** 10/26/2007

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A-11-003-18d(2) **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: d. Logs

(2) Long Term Logs, Alarm Logs, Employee Logs, Visitor Logs.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-94-43, item 32d(2) **Date Edited:** 10/26/2007

A-11-003-18e **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: e. Property Passes.

Disposition: Destroy 3 months after expiration date.

DispAuthNo: N1-059-94-43, item 32e **Date Edited:** 10/26/2007

A-11-003-18f(1) **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: f. Reports

(1) Short Term Reports and Post Inspection Reports.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-059-94-43, item 32f(1) **Date Edited:** 10/26/2007

A-11-003-18f(2) **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: f. Reports

(2) Long Term Reports, Event Reports, Lost and Found Reports, Vehicle Activity and Inspection Reports, Vehicle Incident Reports, Vehicle Maintenance Reports, Vehicle Monthly Reports.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-94-43, item 32f(2) **Date Edited:** 10/26/2007

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A-11-003-18f(3)	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	(3) Access Control Reports, Guard Services Contract Daily Assignment Report, General Inventory Report, Key Inventory Report, Master Inventory Report, Post Inventory Report.
Disposition:	Destroy 2 years after end of contract.
DispAuthNo:	N1-059-94-43, item 32f(3)
Date Edited:	10/26/2007
A-11-003-18g	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	g. Security Violations.
Disposition:	Destroy 2 years after final action.
DispAuthNo:	N1-059-94-43, item 32g
Date Edited:	10/26/2007
A-11-003-18h	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	h. VIP Pin Request.
Disposition:	Destroy when 3 months old.
DispAuthNo:	N1-059-94-43, item 32h
Date Edited:	10/26/2007
A-11-003-19	Special Events Security - Program File - Arrange by event
Description:	Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects.
Disposition:	Destroy when 3 months old. (ref. NN-172-188, item 17)
DispAuthNo:	N1-059-94-43, item 34
Date Edited:	10/26/2007

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A-11-003-20	Countermeasures - Program File - Arrange by TAGS and Terms
Description:	Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects.
Disposition:	Cut off at the end of each calendar year. Destroy 2 years after cut off date.
DispAuthNo:	N1-059-94-43, item 62
Date Edited:	10/26/2007
A-11-003-21a	Counterintelligence - Case Files
Description:	a. Historical Files Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.
Disposition:	Permanent. Designate as permanent at time the case takes on significance. Retire to RSC 3 years after case closes for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 4a
Date Edited:	10/26/2007
A-11-003-21b	Counterintelligence - Case Files
Description:	b. All other cases.
Disposition:	Review every 5 years. Destroy 20 years after determination date that the case no longer has any security interest.
DispAuthNo:	N1-059-94-43, item 4b
Date Edited:	10/26/2007
A-11-003-22	Device Finds Files - Arrange alphabetically by name of post
Description:	Memorandums, reports, correspondence, photographs, diagrams, and other material relating to technical penetration of U.S. overseas facilities and the analysis of those devices. Also included are publications and reports of the U. S. Intelligence Board, Security Committees, Technical Surveillance Countermeasures Subcommittee. Files date primarily from the 1940s to the 1980s.
Disposition:	Permanent. Retire to RSC 10 years after case is closed for transfer to WNRC. Transfer to the National Archives 30 years after case is closed.
DispAuthNo:	N1-059-94-43, item 6
Date Edited:	10/26/2007

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A-11-003-23	Emanations Security - Program File - Arrange by TAGS and Terms
Description:	Correspondence, memorandums, reports, studies, and telegrams on emanation security covering coordination, equipment, inspections, product evaluation, shielding, tempest, testing, training, zones of control, and other related subjects.
Disposition:	Cut off file at the end of every 5 calendar years. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 63
Date Edited:	10/26/2007
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A-11-003-24	Emanations Security Post - Program File - Arrange by post
Description:	Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects.
Disposition:	Destroy 4 years after all requirements have been met.
DispAuthNo:	N1-059-94-43, item 64
Date Edited:	10/26/2007
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A-11-003-25	Engineering Security - Arrange by posts
Description:	Engineering Security Services Report (DS-1539), forms, memorandums, monthly status reports, technical reports, and other documentation on engineering security covering countermeasures, drawings, engineering, ESC (Engineering Security Center), equipment, floor plans, inspections, installations, penetration, security technology, support services, surveillance, surveys, technical services, visits, and other related subjects.
Disposition:	Cut off file at the end of 3 calendar years. Microfiche file when 3 years old. Destroy paper file after filming. Retire microfiche to RSC when 12 years old for transfer to WNRC. Destroy microfiche when 30 years old.
DispAuthNo:	N1-059-94-43, item 9
Date Edited:	10/26/2007
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A-11-003-26	Research and Development Project Precedent Case File
Description:	This file contains only historical or technologically significant cases. Records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP) and supporting documents, drawings specifications, evaluation reports, and related correspondence.
	Cut off file at end of every 5 calendar years.
Disposition:	Permanent. Cut off file at the end of 5 calendar years. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 7
Date Edited:	10/26/2007
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A-11-003-27	Technical Threat Assessment - Program File - Arrange by TAGS and Terms
Description:	Analysis material, collected threat information, memorandums, telegrams, and other documentation on defensive technical analysis covering facilities, intelligence, personnel, programs, and other related subjects.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 5
Date Edited:	10/26/2007
A-11-003-28	U.S. Intelligence Board/Technology Security Coordination Group - (USIB/TSCG) - Audio Countermeasures Subcommittee File - Arrange by TAGS and Terms
Description:	Record copies of reports and related documentation.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC when no longer needed. Transfer to WNRC after 3 years. Transfer to The National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 8
Date Edited:	10/26/2007
A-11-003-30	Control Officer's - Program File - Arrange by TAGS and Terms
Description:	Operational chronologies on controlled pouch trips to selected posts covering airway bills, deliveries to controlled access areas (CAA), tasks, telephones, warehouse set ups, vehicles, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 14
Date Edited:	10/26/2007
A-11-003-31a	Missing Pouch File - Documentation on diplomatic pouches covering "out of control pouches" classified or unclassified
Description:	a. Pouches that have never been recovered.
Disposition:	Destroy when 30 years old.
DispAuthNo:	N1-059-94-43, item 13a
Date Edited:	10/26/2007
A-11-003-31b	Missing Pouch File - Documentation on diplomatic pouches covering "out of control pouches" classified or unclassified
Description:	b. Pouches that have been recovered.
Disposition:	Retire to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.
DispAuthNo:	N1-059-94-43, item 13b
Date Edited:	10/26/2007

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A-11-003-32	Diplomatic Courier Contract - Program File - Arrange by vendor
Description:	Copies of contracts on companies performance of courier services.
Disposition:	Destroy 1 year after termination of the contract.
DispAuthNo:	N1-059-94-43, item 17
Date Edited:	10/26/2007

A-11-003-33	Diplomatic Courier Post - Program File - Arrange by TAGS and Terms
Description:	Documentation on the Department's courier operations program covering assignments, couriers, funding, routes, schedules, travel, weight messages, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 2 years after cut off date.
DispAuthNo:	N1-059-94-43, item 12
Date Edited:	10/26/2007

A-11-003-34	Diplomatic Courier - Program File - Arrange by TAGS and Terms
Description:	Documentation on the Department's courier operations program covering couriers, funding, guidelines, policies, procedures, closing of courier services, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 11
Date Edited:	10/26/2007

A-11-003-35	Diplomatic Courier Trip Report - Program File
Description:	Completed Diplomatic Courier Trip Reports (FS-400) on couriers covering trip data.
Disposition:	Destroy when 3 years old. (ref. 352-326, item 1)
DispAuthNo:	N1-059-94-43, item 15
Date Edited:	10/26/2007

A-11-003-36	Diplomatic Courier Visa - Program File - Arrange by name
Description:	Memorandums, Government Travel Requests (GTR), and other documentation on When-Actually-Employed (WAE) contract couriers covering visa applications, visas, vouchers, hotel receipts, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 16
Date Edited:	10/26/2007

A-11-003-37	Diplomatic Pouch Certification and Receipt - Program File
Description:	Diplomatic Pouch Certification and Receipts (OF-253) covering posts, pouch numbers, receipts, signatures, weight, and other related pouch shipping data.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 20
Date Edited:	10/26/2007

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A-11-003-38	Official Courier Accompanied Pouch Charges (FS-452) - Program File
Description:	Form FS-452 covering airlines, excess baggage charges, payments, shipping receipts, and other related subjects.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 19
Date Edited:	10/26/2007

A-11-003-39	Washington Regional Diplomatic Courier - Program File - Arrange by TAGS and Terms
Description:	Documentation on the Department's courier operations covering airports, couriers, funding, guidelines, monthly fiscal reports, monthly narrative reports, passes, pouches, procedures, schedules, trip reports, weekly activity reports, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 18
Date Edited:	10/26/2007

A-11-003-40	Crisis Management Exercise Controller Books - Program File - Arrange by post
Description:	Books and other documentation on exercises covering specific countries.
Disposition:	Destroy after new report is issued.
DispAuthNo:	N1-059-94-43, item 23
Date Edited:	10/26/2007

A-11-003-41	Crisis Management Exercises - Program File - Arrange by post
Description:	Background material and reports on exercises covering country clearances, equipment, evacuations, reports, shipments, training material, trips, and other related subjects.
Disposition:	Cut off file at end of every 3 calendar years. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 6 years after cut off date.
DispAuthNo:	N1-059-94-43, item 22
Date Edited:	10/26/2007

A-11-003-42	Crisis Management Training - Program File - Arrange by TAGS and Terms
Description:	Documentation on crisis management training exercises covering country clearances, equipment, evacuations, shipments of material, and other related subjects.
Disposition:	Cut off file at end of each year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 21
Date Edited:	10/26/2007

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A-11-003-43	Emergency Action Plan Policy and Procedures File - Arrange by TAGS and Terms
Description:	Briefing materials, telegrams, and weekly activity reports on emergency evacuation and relocation planning covering background and development work, publication of regulations and handbooks, meetings, general policy papers, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 24
Date Edited:	10/26/2007

A-11-003-44	Emergency Action Plans (EAP) - Program File - Arrange by post
Description:	Current EAPs, correspondence, reports, and other documentation on action plan covering emergencies and evacuations.
Disposition:	Destroy when replaced by a new plan. (ref. NN-170-120, item 9)
DispAuthNo:	N1-059-94-43, item 25
Date Edited:	10/26/2007

A-11-003-45	Emergencies - Program File - Arrange by post
Description:	Telegrams, trip reports, and reports on U.S. citizens abroad in actual emergencies covering protection, evacuation, relocation and other related subjects.
Disposition:	Cut off file at end of every 3 calendar years. Destroy 7 years after cut off date. (ref. NN-170-120, item 10)
DispAuthNo:	N1-059-94-43, item 26
Date Edited:	10/26/2007

A-11-003-50a	Defensive Equipment - Program Files - Arrange by country
Description:	a. Armored Vehicles File Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects.
Disposition:	Destroy 1 year after vehicle is no longer owned by Department.
DispAuthNo:	N1-059-94-43, item 47a
Date Edited:	10/26/2007

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A-11-003-50b(1)	Defensive Equipment - Program Files - Arrange by case
Description:	b. Special Protective Equipment File Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects. (1) Agent's Assigned Equipment File.
Disposition:	Destroy 5 years after employee departs DS.
DispAuthNo:	N1-059-94-43, item 47b(1)
Date Edited:	10/26/2007
A-11-003-50b(2)	Defensive Equipment - Program Files - Arrange by post
Description:	b. Special Protective Equipment File Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects. (2) Post Assigned Equipment File.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 47b(2)
Date Edited:	10/26/2007
A-11-003-51a	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by TAGS and Terms
Description:	a. Interagency Advisory Committee on Security Equipment (IACSE) Specifications, standards, technical information, copies of committee minutes (GSA chairs committee).
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 48a
Date Edited:	10/26/2007

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A-11-003-51b(1) **Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects**

Description: b. Technical Data File

(1) Technical reference materials on classified storage equipment.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-94-43, item 48b(1) **Date Edited:** 10/26/2007

A-11-003-51b(2) **Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by post**

Description: b. Technical Data File

(2) Telegrams.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-94-43, item 48b(2) **Date Edited:** 10/26/2007

A-11-003-51c **Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by subject**

Description: c. Training Material File.

Disposition: Destroy when updated or obsolete.

DispAuthNo: N1-059-94-43, item 48c **Date Edited:** 10/26/2007

A-11-003-52 **Plain Text Processing Equipment - Program File - Arrange by TAGS and Terms**

Description: Memorandums, telegrams, and other documentation on plain text processing equipment covering certifications, classified information processing equipment (CIPE), controlled access areas, emergencies, engineering, equipment, evaluations, maintenance, opinions, policies, shipments, studies, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 1 year after cut off date.

DispAuthNo: N1-059-94-43, item 66 **Date Edited:** 10/26/2007

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A-11-003-53a	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by subject
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. a. Bill of Materials File. Pick list, materials, and shipping information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49a
Date Edited:	10/26/2007
A-11-003-53b(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms Blanket Purchase Agreements Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. b. Blanket Purchase Agreements Files (1) Data. Copies of invoices, memorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49b(1)
Date Edited:	10/26/2007
A-11-003-53b(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. b. Blanket Purchase Agreements Files (2) Transactions. Transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after completion of contract.
DispAuthNo:	N1-059-94-43, item 49b(2)
Date Edited:	10/26/2007

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A-11-003-53c	Security Equipment and Maintenance (SEMP) - Program Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. c. Copies of Award/Contract (SF-26).
Disposition:	Destroy 3 years after completion of contract.
DispAuthNo:	N1-059-94-43, item 49c
Date Edited:	10/26/2007
A-11-003-53d	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. d. Memorandums, telegrams, and other documentation on inventories covering security equipment.
Disposition:	Destroy when updated.
DispAuthNo:	N1-059-94-43, item 49d
Date Edited:	10/26/2007
A-11-003-53e(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject. (1) Copies of contracts.
Disposition:	Destroy 1 year after termination of contract.
DispAuthNo:	N1-059-94-43, item 49e(1)
Date Edited:	10/26/2007

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A-11-003-53e(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject. (2) All other material.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49e(2) Date Edited: 10/26/2007
A-11-003-53f	Security Equipment and Maintenance (SEMP) - Program Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. f. Post File. Status reports and telegrams on services provided to posts by contractors covering equipment, post trip itineraries, shipping, and other related subjects.
Disposition:	Destroy 1 year after termination of contract.
DispAuthNo:	N1-059-94-43, item 49f Date Edited: 10/26/2007
A-11-003-53g	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. g. Receiving file. Order-Supplies or Services (DS-1089), and Receiving and Inspection Report (OF-127) covering inventory check lists, local operating funds, packing lists, truck tickets, and other related subjects.
Disposition:	Cut off file at end of fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49g Date Edited: 10/26/2007

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A-11-003-53h	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. h. Purchase Orders and Requisitions File. Order-Supplies or Services (DS-1089), and support request forms purchases.
Disposition:	Cut off file at end of fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49h
Date Edited:	10/26/2007
A-11-003-53i(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. i. Shipping File. (1) Government Bills of Lading, memorandums, telegrams, and Diplomatic Pouch Mail Registration (OF-120) on shipping. Covering funding and funding sites.
Disposition:	Cut off file at end of fiscal year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49i(1)
Date Edited:	10/26/2007
A-11-003-53i(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. i. Shipping File. (2) Telegrams on equipment shipments
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 49i(2)
Date Edited:	10/26/2007

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A-11-003-53j	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. j. Technical Surveillance Countermeasures Equipment File. Memorandums, and telegrams on technical surveillance countermeasures covering equipment, inquires, Diplomatic Pouch Mail Registration (OF-120), requests, shipping messages, and other related subjects.
Disposition:	Cut off file at the end of every 3 fiscal years. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49j
Date Edited:	10/26/2007
A-11-003-53k	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. k. Technical Trips Reports File. Correspondence, diagrams, memorandums, telegrams, and trip reports (in process and final) covering posts, technical equipment information, visa requirements, and other related subjects.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 49k
Date Edited:	10/26/2007
A-11-003-54	Security Product Certification File - Arrange by vendor and product
Description:	Records on specifications for test and evaluation of vendor products, and design drawings.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 56
Date Edited:	10/26/2007
A-11-003-55	Transit Security Contracts - Arrange by case
Description:	Copies of contracts, correspondence, memorandums, and related documentation on transit security covering shipments, services, and other related subjects.
Disposition:	Destroy 7 years after completion of contract.
DispAuthNo:	N1-059-94-43, item 61
Date Edited:	10/26/2007

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A-11-003-56	Transit Security Plans - Program File - Arrange by shipment
Description:	Correspondence, memorandums, surveys, and telegrams on transit security covering customs, plans, preclearances, procurement, projects, shipments, specifications, storage, and other related subjects.
Disposition:	Destroy 1 year after all invoices and vouchers have been paid or investigation has been completed.
DispAuthNo:	N1-059-94-43, item 60
Date Edited:	10/26/2007
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A-11-003-61	File Cabinet or Vault Security Forms
Description:	Forms: Security Container Information (SF-700) and Security Container Checksheet (SF-702) used to record access to unclassified sensitive, administratively controlled, or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers, and vaults, controlled access areas, and facilities.
Disposition:	Destroy 1 year after last date entered on sheet.
DispAuthNo:	NC-059-75-2, item 3
Date Edited:	10/26/2007
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A-11-003-62a	Information Security Files - Arrange by TAGS and Terms
Description:	Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects. a. Program File.
Disposition:	Cut off file at end of each calendar year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 37a
Date Edited:	10/26/2007
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A-11-003-62b	Information Security Files - Arrange by post
Description:	Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects. b. Post File.
Disposition:	Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 5 years cut off date.
DispAuthNo:	N1-059-94-43, item 37b
Date Edited:	10/26/2007
A-11-003-63a	Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable
Description:	Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects. a. Computer Security Evaluation Reports (COMPUSEC) and Communication Security Evaluation Reports (COMSEC).
Disposition:	Cut off file at end of each calendar year. Destroy when new report is issued.
DispAuthNo:	N1-059-94-43, item 27a
Date Edited:	10/26/2007
A-11-003-63b	Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable
Description:	Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects. b. All other items.
Disposition:	Cut off file at end of each calendar year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 27b
Date Edited:	10/26/2007

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A-11-003-70	Building Drawings File - Arrange by post
Description:	Drawings at different phases of design (conceptual, 30%, 60%, 90%, and final) on existing or new office buildings covering electrical, mechanical, and physical plans.
Disposition:	Destroy 5 years after completion of project.
DispAuthNo:	N1-059-94-43, item 52
Date Edited:	10/26/2007

A-11-003-71	Turnkey Program - Survey Reports and Specification
Description:	Proposals, reports, and other documentation, exclusive of architectural drawings, related to TURNKEY projects.
Disposition:	Permanent. Transfer to WNRC when one year old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-90-25, item 1
Date Edited:	10/26/2007

A-11-003-71a	Turnkey Program - Architechtrual Drawings
Description:	Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by item 1 will be microfilmed (aperture cards and microfiche).
Disposition:	See sub sections 71a(1) through 71a(3) for specific dispositions.
DispAuthNo:	N1-059-90-25, item 2
Date Edited:	10/26/2007

A-11-003-71a(1)	Turnkey Program - Architectural Drawings
Description:	a. Original architectural drawings.
Disposition:	Destroy upon verification of microfilm.
DispAuthNo:	N1-059-90-25, item 2a
Date Edited:	10/26/2007

A-11-003-71a(2)	Turnkey Program - Architectural Drawing
Description:	b. Master set of microfilm.
Disposition:	Retain in DS. Retire to RSC 10 years after completion of Turnkey Program. Destroy when 20 years old.
DispAuthNo:	N1-059-90-25, item 2b
Date Edited:	10/26/2007

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A-11-003-71a(3) Turnkey Program - Architectural Drawing

Description: c. Duplicate set of microfilm.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-059-90-25, item 2c

Date Edited: 10/26/2007

A-11-003-72 Construction Evaluation and Review File - Arrange by post or geographic area

Description: Small construction drawings, telegrams, requests for review, comments, post specific information, and other material.

Disposition: Cut off file after update. Destroy when no longer needed.

DispAuthNo: N1-059-94-43, item 55

Date Edited: 10/26/2007

A-11-003-73 Construction Security Certification - Program File - Arrange by post

Description: Congressionals, correspondence, memorandums, notes, and telegrams on construction security certifications (document, physical, technical) covering background information, buildings, certifications, comments, construction, drawings, inspections, phases, plans, projects, renovations, residences, security, standards, and other related subjects.

Disposition: Retire to RSC 3 years after certification for transfer to WNRC. Destroy 10 years after certification.

DispAuthNo: N1-059-94-43, item 50

Date Edited: 10/26/2007

A-11-003-74a Penetration Post - Program Files

Description: Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects.

a. Active Cases.

Disposition: Review annually. Transfer to inactive file 3 years after determination case no longer has security interest.

DispAuthNo: N1-059-94-43, item 29a

Date Edited: 10/26/2007

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A-11-003-74b **Penetration Post - Program Files**

Description: Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects.

b. Inactive Cases.

Disposition: Permanent. Retire to RSC 10 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-059-94-43, item 29b **Date Edited:** 10/26/2007

A-11-003-75 **Post Security Drawings - Arrange by post**

Description: Conceptual drawings on building security covering different building stages.

Disposition: Destroy when updated or obsolete.

DispAuthNo: N1-059-94-43, item 28 **Date Edited:** 10/26/2007

A-11-003-76 **Local Guard - Program File - Arrange by post**

Description: Invoices (copies), memorandums, and telegrams on local guards covering body guards, contracts, finances, funding ceilings, Mobil security patrols, official buildings security, personnel services contracts, profile surveys, radios, uniforms, vehicles, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-94-43, item 42 **Date Edited:** 10/26/2007

A-11-003-77 **Post Residential Security Program File - Arrange by TAGS and Terms**

Description: Maps, memorandums, photographs, surveys, and telegrams on residential security covering alarms, crime information, direct hire employees, funding, grills, guidance, lighting, locks, monthly status reports, personal residences, physical security, travel, trip reports, and related subjects.

Disposition: Cut off file at end of every 3 calendar years. Destroy 1 year after cut off date.

DispAuthNo: N1-059-94-43, item 46 **Date Edited:** 10/26/2007

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A-11-003-78	U.S. Marine Corps Security Guards - Program History File - Arrange by subject
Description:	a. Agreements, correspondence with the Commandant U.S. Marine Corps, memorandums, memorandums of agreement, memorandums of understanding, and telegrams on the assignment of U.S. Marines at Foreign Service posts around the world covering detachments, graduation programs, guard program, guards, guidelines, personnel, policies, requests for assistance, schools, security, and other related subjects.
Disposition:	Permanent. Cut off file at end of every 5 calendar years. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to National Archives 15 years after cut off date. (ref. NN-172-188, item 30)
DispAuthNo:	N1-059-94-43, item 43
Date Edited:	10/26/2007

A-11-003-78a	U.S. Marine Corps Security Guards - Administrative File - Arrange by TAGS and Terms
Description:	b. Administrative and operational correspondence on the assignment of U.S. Marines at Foreign Service posts covering: advice of allotment, allowances, assignments, clothing, copies of orders, drop reports, funding, inspection reports, payments, reassignments, temporary duty assignments (TDY), vehicles, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 44
Date Edited:	10/26/2007

A-11-003-78b	U.S. Marine Corps Security Guards - Case File
Description:	c. Record of Marine Security Guard (DST-939) on U.S. Marines assignments at posts covering security clearances, assignment information, and other related subjects.
Disposition:	Destroy 30 years after the end of first assignment. (ref. NN-172-188, item 33 & NC-59-75-2, item 2)
DispAuthNo:	N1-059-94-43, item 45
Date Edited:	10/26/2007

A-11-003-80	OIG Inspection/Audit File - Arrange by geographic area
Description:	Copies of OIG (Office of Inspector General) inspection, security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.
Disposition:	Cut off file at the end of each calendar year. Destroy when 2 years old after action is closed by the OIG or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-94-43, item 59
Date Edited:	10/26/2007

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A-11-003-81	Program Standards and Policy Files - Arrange by subject
Description:	Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.
Disposition:	See sub sections 81a through 81d for specific dispositions.
DispAuthNo:	N1-059-94-43, item 53
Date Edited:	10/26/2007
A-11-003-81a	Program Standards and Policy Files - Arrange by subject
Description:	a. Master Set of Standards.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53a
Date Edited:	10/26/2007
A-11-003-81b	Program Standards and Policy Files - Arrange by subject
Description:	b. Master Set of Policies.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53b
Date Edited:	10/26/2007
A-11-003-81c	Program Standards and Policy Files
Description:	c. Drafts of Standards.
Disposition:	Destroy 3 months after standards are published.
DispAuthNo:	N1-059-94-43, item 53c
Date Edited:	10/26/2007
A-11-003-81d	Program Standards and Policy Files
Description:	d. Drafts of Policies.
Disposition:	Destroy 3 months after standards are published.
DispAuthNo:	N1-059-94-43, item 53d
Date Edited:	10/26/2007

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A-11-003-82	Requests for Waiver of Physical Security Standards - Arrange by post or geographically
Description:	
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 54
Date Edited:	10/26/2007
A-11-003-83	Systems Development and Evaluation Laboratory - Program File
Description:	Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.
Disposition:	See sub sections 83a through 83d for specific dispositions
DispAuthNo:	N1-059-94-43, item 65
Date Edited:	10/26/2007
A-11-003-83a	Systems Development and Evaluation Laboratory - Program File
Description:	a. Current Equipment - Research File. Research on existing equipment and systems in use.
Disposition:	Maintain until updated or the equipment is no longer used by the Department.
DispAuthNo:	N1-059-94-43, item 65a
Date Edited:	10/26/2007
A-11-003-83b	Systems Development and Evaluation Laboratory - Program File
Description:	b. Proposed Equipment - Research File. Research on proposed equipment for future use.
Disposition:	Destroy 5 years after the equipment is determined to be of no further use to the Department.
DispAuthNo:	N1-059-94-43, item 65b
Date Edited:	10/26/2007
A-11-003-83c	Systems Development and Evaluation Laboratory - Program File
Description:	c. Obsolete Equipment - Research File. Completed research on equipment no longer in use. (1) Research material of continued interest to the Department.
Disposition:	Maintain until the Department has no further interest.
DispAuthNo:	N1-059-94-43, item 65c(1)
Date Edited:	10/26/2007

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A-11-003-83d	Systems Development and Evaluation Laboratory - Program File
Description:	c. Obsolete Equipment - Research File. Completed research on equipment no longer in use. (2) Research material no longer of interest to the Department.
Disposition:	Destroy 5 years after determined to be of no further interest to the Department.
DispAuthNo:	N1-059-94-43, item 65c(2) Date Edited: 10/26/2007
A-11-003-90	Course Materials - Active Courses File - arrange by course subject
Description:	a. Plans of instruction, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and correspondence and memorandums relating to completed development and/or revision.
Disposition:	Destroy 1 year after course has been revised or terminated.
DispAuthNo:	N1-059-94-43, item 2a Date Edited: 10/26/2007
A-11-003-90a	Course Materials - Course Development Working File - arrange by course subject
Description:	b. Working drafts of Anti-terrorism assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence and memorandums to ongoing development and revision.
Disposition:	Transfer correspondence and memorandums to Active Courses File upon completion of development. Destroy working drafts 1 year after development or revision is completed and course is approved.
DispAuthNo:	N1-059-94-43, item 2b Date Edited: 10/26/2007
A-11-003-91	External Training Support File - Arrange by training facility and course
Description:	Records on training requests from outside sources, schedule of classes, class rosters, lesson plans, handouts, and training aids.
Disposition:	Cut off file at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-94-43, item 57 Date Edited: 10/26/2007
A-11-003-92	Internal Training Support File - Arrange by training course
Description:	Records on training requests requiring procurement action, training course requirements, schedule of classes, and attendance rosters.
Disposition:	Cut off file at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-94-43, item 58 Date Edited: 10/26/2007

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A-11-003-93 **Training Activities File - Arrange by activity number within a fiscal year**

Description: Documents related to the implementation of specific training assistance, including: relevant cables, participants rosters and itinerary, training provider task orders, training evaluation reports, program officer evaluation reports, escort reports, and incident reports.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-94-43, item 3 **Date Edited:** 10/26/2007

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A-11-004-10	Field Office - Program File - Arrange by TAGS and Terms
Description:	Correspondence, reports, and other documentation on Field Office operations covering background security investigations, criminal investigations, foreign dignitaries, instructions, investigations, law enforcement agencies, liaison with foreign missions, offenses, passport fraud, procedures, prospective employees, protection, resident foreign officials, security, visa fraud, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 2 years after cut off date.
DispAuthNo:	N1-059-94-43, item 69
Date Edited:	10/26/2007
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A-11-004-11	Other Agency Investigations - Case File
Description:	Documentation on Department investigations, requested by other agencies, covering security, and other related subjects.
Disposition:	Destroy 1 year after case is closed.
DispAuthNo:	NC1-059-77-5, item 1
Date Edited:	10/26/2007
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A-11-004-12	Passport Investigation Case Files
Description:	a. Headquarters Files. (1) Routine Passport Cases. Correspondence, reports and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations relating to document fraud.
Disposition:	Destroy 10 years after case is closed. (ref. N1-59-94-43, item 71a)
DispAuthNo:	N1-059-97-4, item 1a(1)
Date Edited:	10/26/2007
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A-11-004-12a	Passport Investigation Case Files
Description:	a. Headquarters Files. (2) Arrest Cases and Other Significant Cases. Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.
Disposition:	Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. N1-59-94-43, item 71a)
DispAuthNo:	N1-059-97-4, item 1a(2)
Date Edited:	10/26/2007
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A-11-004-12b	Passport Investigation Case Files
Description:	b. Field Office Files. Correspondence, reports, and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations related to document fraud.
Disposition:	Destroy 2 years after case is closed. (ref. N1-59-94-43, item 71b)
DispAuthNo:	N1-059-97-4, item 1b
Date Edited:	10/26/2007
A-11-004-13	Special Investigations - Case File
Description:	Documentation on special investigations covering criminal, misconduct, security, and other related subjects.
Disposition:	Transfer to Personnel Security Case File after case is closed.
DispAuthNo:	N1-059-94-43, item 74
Date Edited:	10/26/2007
A-11-004-14	Suitability Investigation Case File - Arrange file by case
Description:	Reports and other documentation on investigations covering DOS applicants and employees.
Disposition:	Destroy 2 years after case is closed.
DispAuthNo:	N1-059-94-43, item 70
Date Edited:	10/26/2007
A-11-004-15	Visa Investigation Case Files
Description:	a. Headquarters Files. (1) Routine Visa Cases. Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility, covering criminal investigations related to document fraud.
Disposition:	Destroy 10 years after case is closed. (ref. N1-59-94-43, item 72a)
DispAuthNo:	N1-059-97-4, item 2a(1)
Date Edited:	10/26/2007
A-11-004-15a	Visa Investigation Case Files
Description:	a. Headquarters Files. (2) Arrest Cases and Other Significant Cases. Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.
Disposition:	Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. N1-59-94-43, item 72a)
DispAuthNo:	N1-059-97-4, item 2a(2)
Date Edited:	10/26/2007

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A-11-004-15b	Visa Investigation Case Files		
Description:	b. Field Office Files. Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility covering criminal investigations related to document fraud.		
Disposition:	Destroy 2 years after case is closed. (ref. N1-59-94-43, item 72b)		
DispAuthNo:	N1-059-97-4, item 2b	Date Edited:	10/26/2007
A-11-004-16	Visit File - Arrange by case		
Description:	Reports and site surveys on visiting domestic and foreign dignitaries covering their arrival, protection, and other related subjects.		
Disposition:	Destroy 2 years after case is closed.		
DispAuthNo:	N1-059-94-43, item 73	Date Edited:	10/26/2007
A-11-004-20	Security Legal Services - Program File - Arrange by subject		
Description:	Correspondence, memorandums, telegrams and other documentation on legal issues covering security programs and projects.		
Disposition:	Permanent. Cut off file when program or project is terminated. Retire to RSC 5 year after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.		
DispAuthNo:	N1-059-94-43, item 67	Date Edited:	10/26/2007
A-11-004-21	Litigation Cases - Reference File		
Description:	Copies of pending litigation documents and other legal documentation on security matters.		
Disposition:	Cut off file when case is closed. Destroy 3 months after case is closed or when no longer needed.		
DispAuthNo:	Non-record	Date Edited:	4/1/1999
A-11-004-30	Contractor Security - Case File - Arrange by case		
Description:	Documentation on contractor investigations covering clearances, security, and other related subjects.		
Disposition:	Cut off at the end of year in which security clearance expired. Destroy 5 years after the expiration of security clearance.		
DispAuthNo:	N1-059-94-43, item 80	Date Edited:	10/26/2007

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A-11-004-31 **Department of State Personnel Security Case File -**
Description: a. Program Policy and General Subject Files - Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters
Disposition: Permanent. Cut off when no longer needed for current business. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo: N1-059-94-43, item 81a **Date Edited:** 10/26/2007

A-11-004-31a **Department of State Personnel Security Case File**
Description: b. Applicant Files.
 (1) Successful. File material under Employee Files.
Disposition: Destroy when 5 years old.
DispAuthNo: N1-059-94-43, item 81b(1) **Date Edited:** 10/26/2007

A-11-004-31b **Department of State Personnel Security Case File**
Description: b. Applicant Files.
 (2) Unsuccessful.
Disposition: Destroy when 5 years old.
DispAuthNo: N1-059-94-43, item 81b(2) **Date Edited:** 10/26/2007

A-11-004-31c **Department of State Personnel Security Case File**
Description: c. Employee Files.
 (1) Top Echelon Files.
Disposition: Permanent. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo: N1-059-94-43, item 81c(1) **Date Edited:** 10/26/2007

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A-11-004-31d	Department of State Personnel Security Case File
Description:	c. Employee Files. (2) Historical Files. Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.
Disposition:	Designate as permanent at time the case takes on significance. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 81c(2)
Date Edited:	10/26/2007

A-11-004-31e	Department of State Personnel Security Case File
Description:	c. Employee Files. (3) All other case files.
Disposition:	Retire to RSC 5 years after separation for transfer to WNRC. Destroy 20 years after separation.
DispAuthNo:	N1-059-94-43, item 81c(3)
Date Edited:	10/26/2007

A-11-004-31f	Department of State Personnel Security Case File
Description:	d. Microfilm. Microfiche or microfilm of case files.
Disposition:	Retire to RSC 5 years after date of most recent separation for transfer to WNRC. Destroy 20 years after the date of the most recent separation.
DispAuthNo:	N1-059-94-43, item 81d
Date Edited:	10/26/2007

A-11-004-40	Monthly Activity Reports File - Arrange by post
Description:	Monthly Activity Reports on security received each month from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date. (ref. NN-172-188, item 24)
DispAuthNo:	N1-059-94-43, item 83
Date Edited:	10/26/2007

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A-11-004-41 Post Security - Program File

Description: Correspondence, memorandums, reports, and telegrams on posts security activities covering ambassador briefings, anti-terrorist assistance, buildings and grounds, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security committees and groups, surveys, technical security, terrorism, threats, U.S. Marines, and other related subjects.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-94-43, item 85 **Date Edited:** 10/26/2007

A-11-004-42 Security Survey Reports File

Description: Physical Security Surveys, supplementals, exhibits, and supporting documentation on physical security covering U.S. Government owned facilities abroad.

Disposition: Destroy when superseded by new report.

DispAuthNo: NC1-059-80-3 **Date Edited:** 10/26/2007

A-11-004-50 City Closing Report - Program File - Arrange file by city

Description: Advance reports, place survey reports, maps, and correspondence on physical and security problems covering airports, hotels, public places, and other related subjects

Disposition: Destroy when report has been updated.

DispAuthNo: N1-059-94-43, item 91 **Date Edited:** 10/26/2007

A-11-004-51 Foreign Dignitaries and U.S. Officials Protective Detail - Case File

Description: Correspondence, memorandums, telegrams, and other documentation on protective security details provided to visiting dignitaries and U.S. Government officials (other than the Secretary of State) covering agent time sheets, biographic information, bulletins, command post logs, expenditures, maps, schedules, summary sheets, and other related subjects.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-059-78-11, item 3 **Date Edited:** 10/26/2007

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A-11-004-52	Protective Liaison Country - Program File - Arrange by TAGS and Terms
Description:	Diplomatic notes, copies of faxes, memorandums, activity reports, telegrams, and other documentation on diplomatic protection liaison assistance and support with national and international law enforcement agencies covering airports, consulate security surveys, demonstrations, details, diplomatic immunity, escorts, International Association of Chiefs of Police (IACP), investigations, traveling foreign officials and U.S. dignitaries, foreign mission property, requests for protective security, terrorist information, threats, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 89
Date Edited:	10/26/2007
A-11-004-53	Protective Liaison Reimbursement - Program File - Arrange by TAGS and Terms
Description:	Bills, correspondence, invoices, memorandums, and other documentation on reimbursements for protective security of foreign diplomats and missions covering budgets, cellular telephones, contracts, cooperative and interagency agreements, equipment inventories, foreign mission property throughout the U.S., security coverage, tasking orders, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 7 years after cut off date.
DispAuthNo:	N1-059-94-43, item 90
Date Edited:	10/26/2007
A-11-004-54a	Threat - Case File - Correspondence, reports, and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property - Arrange by country
Description:	a. Cases concerning diplomats, American citizens, Department personnel or families, Department facilities or property, and cases of an unusual nature.
Disposition:	Permanent. Retire to RSC when no longer needed. Transfer to WNRC 1 year after received by RSC. Transfer to the National Archives when 30 years old.
DispAuthNo:	NC-059-75-2 item 1a
Date Edited:	10/26/2007
A-11-004-54b	Threat - Case File - Correspondence, reports, and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property - Arrange by country
Description:	b. All other cases.
Disposition:	Destroy when 10 years old.
DispAuthNo:	NC-059-75-2 item 1b
Date Edited:	10/26/2007

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A-11-004-55 **United Nations General Assembly (UNGA) Planning and Preparation Program File - Arrange by TAGS and Terms**

Description: Correspondence, memorandums, telegrams, and other documentation on administrative planning and preparations for UNGA protective operations covering contracts, equipment, hotels, locator lists, protective detail assignments, support agents, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-94-43, item 88 **Date Edited:** 10/26/2007

A-11-004-56 **Financial Printouts Reports**

Description: Printout: Monthly Transaction Status Reports, Unaccepted Documents & Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects.

a. Updated Copies.

Disposition: Destroy when update has been printed.

DispAuthNo: N1-059-94-43, item 92a **Date Edited:** 10/26/2007

A-11-004-56a **Financial Printouts Reports**

Description: Printout: Monthly Transaction Status Reports, Unaccepted Documents & Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects.

b. Final Copies - 1311 Report, and other reports.

Disposition: Cut off file at end of fiscal year. Destroy 5 years after cut off date.

DispAuthNo: N1-059-94-43, item 92b **Date Edited:** 10/26/2007

A-11-004-60 **Interagency Rewards Committee**

Description: Minutes of meetings and copies of the memorandums and reports to the Secretary of State and the Attorney General reflecting decisions of the committee.

Disposition: Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-43, item 78 **Date Edited:** 10/26/2007

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A-11-004-61a	Overseas Security Advisory Council (OSAC) File - Arrange by TAGS and Terms
Description:	Correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information, facilities, families, liaison, meetings, other agencies, personnel, private organizations, private sector, programs, protective security, questionnaires, security awareness, terrorism, threats, vulnerabilities, and other related subjects. a. Records documenting the accomplishments of OSAC maintained by Department as OSAC chair. Records relating to: establishment, organization, membership, and policy of OSAC; and records created by OSAC: agenda, minutes, final reports, and related records documenting the accomplishments of OSAC maintained by Department as OSAC chair.
Disposition:	Permanent. Cut off file at end of calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 86a
Date Edited:	10/26/2007
A-11-004-61b	Overseas Security Advisory Council (OSAC) File
Description:	Correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information, facilities, families, liaison, meetings, other agencies, personnel, private organizations, private sector, programs, protective security, questionnaires, security awareness, terrorism, threats, vulnerabilities, and other related subjects. b. All other OSAC records.
Disposition:	Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.
DispAuthNo:	N1-059-94-43, item 86b
Date Edited:	10/26/2007

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A-11-004-62a	Overseas Security Policy Group File (OSPG) - Arrange by TAGS and Terms
Description:	Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects. a. Records documenting the accomplishments of OSPG maintained by Department as OSPG chair. Records relating to: establishment, organization, membership, and policy of OSPG; and records created by OSPG: agenda, minutes, final reports, and related records documenting the accomplishments of OSPG maintained by Department as OSPG chair.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 93a
Date Edited:	10/26/2007
A-11-004-62b	Overseas Security Policy Group File (OSPG)
Description:	Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects. b. All other OSPG records.
Disposition:	Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.
DispAuthNo:	N1-059-94-43, item 93b
Date Edited:	10/26/2007
A-11-004-63a(1)	Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals
Description:	a. Posters, leaflets, and other hard copy items (1) Records set - Two copies of each poster, leaflet, or other hardcopy item.
Disposition:	Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 79a(1)
Date Edited:	10/26/2007

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A-11-004-63a(2)	Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals
Description:	a. Posters, leaflets, and other hard copy items (2) All other copies.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 79a(2)
Date Edited:	10/26/2007
A-11-004-63b(1)(a)	Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals.
Description:	b. Audio-visual Materials. (1) English language version of audio and video production (a) Two copies in a professional audio-video format.
Disposition:	Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 79b(1)(a)
Date Edited:	10/26/2007
A-11-004-63b(1)(b)	Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals
Description:	b. Audio-visual Materials. (1) English language version of audio and video production (b) All other copies.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 79b(1)(b)
Date Edited:	10/26/2007
A-11-004-63b(2)	Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals
Description:	b. Audio-visual Materials. (2) All other versions.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 79b(2)
Date Edited:	10/26/2007

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A-11-004-64a **Reward Program For Terrorism Information File - Arrange file by case**

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

a. Active Case Files.

Disposition: Review annually and remove inactive cases.

DispAuthNo: N1-059-94-43, item 76a **Date Edited:** 10/26/2007

A-11-004-64b(1) **Reward Program For Terrorism Information File**

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

b. Inactive Case Files. Cases that have had no activity, new documentation or information added to them in 10 years - but the potential for new activity remains.

(1) Cases that involve threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests.
Arrange files by case

Disposition: Retain in office. Destroy when 50 years old.

DispAuthNo: N1-059-94-43, item 76b(1) **Date Edited:** 10/26/2007

A-11-004-64b(2) **Reward Program For Terrorism Information File**

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

b. Inactive Case Files. Cases that have had no activity, new documentation or information added to them in 10 years - but the potential for new activity remains.

(2) All other types of cases.

Disposition: Retain in office. Destroy when 20 years old.

DispAuthNo: N1-059-94-43, item 76b(2) **Date Edited:** 10/26/2007

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A-11-004-64c(1)	Reward Program For Terrorism Information File
Description:	Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects. c. Closed case files. (1) Cases that involved threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests.
Disposition:	Retire to RSC when no longer needed for transfer to WNRC. Destroy 50 years after date received.
DispAuthNo:	N1-059-94-43, item 76c(1)
Date Edited:	10/26/2007

A-11-004-64c(2)	Reward Program For Terrorism Information File
Description:	Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects. c. Closed case files. (2) All other types of cases.
Disposition:	Retire to RSC when no longer needed for transfer to WNRC. Destroy 10 years after date received.
DispAuthNo:	N1-059-94-43, item 76c(2)
Date Edited:	10/26/2007

A-11-004-65	Rewards Program Subject Files
Description:	Memorandums, notes, chits, telegrams, reports, and other material relating to the Rewards Program.
Disposition:	Permanent. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old
DispAuthNo:	N1-059-94-43, item 77
Date Edited:	10/26/2007

Assistant Director for Training

A-11-007-01	Reference Files
Description:	Copies of printed reports, special studies, internal instructions, information materials, legislative publications and other documents used solely for reference purposes. (Official copy retained in subordinate office(s)).
Disposition:	Destroy material when no longer needed for reference.
DispAuthNo:	Non-record
Date Edited:	12/1/2006

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Office of Antiterrorism Assistance

A-11-008-01 **Daily and Weekly Activity Reports**

Description: a. Recordkeeping copies. File contains summaries of the weekly activities of PM/CPP. Arrange annually or other specific time period.

Disposition: TEMPORARY: Cutoff at end of calendar year. Hold in current file area and destroy when 3 (three) years old.

DispAuthNo: N1-059-07-4, item 1 **Date Edited:** 1/29/2008

A-11-008-01a **Daily and Weekly Activity Reports**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete from the email system after copying to a recordkeeping system. Delete from the word processing system when no longer needed for update or revision.

DispAuthNo: GRS 20, item 13 & 14 **Date Edited:** 1/29/2008

A-11-008-02 **Country Assessment Report File**

Description: Files contain assessment reports, regardless of media, documenting the threat analysis (capability of a foreign country to ward off threat and the level of the threat). File also contains pre-assessment country survey, country assessment report (narrative and quantitative) and threat exploitation matrix.

a. Record copy of Country Assessment Reports (hard copy).

Disposition: PERMANENT: Cut off annually. Retire to records center 10 (ten) years after cut off. Transfer to the National Archives when 25 (twenty five) years old.

DispAuthNo: N1-059-07-4, item 2a **Date Edited:** 1/29/2008

A-11-008-02a **Country Assessment Report File**

Description: Files contain assessment reports, regardless of media, documenting the threat analysis (capability of a foreign country to ward off threat and the level of the threat). File also contains pre-assessment country survey, country assessment report (narrative and quantitative) and threat exploitation matrix.

b. All other copies and supporting material (electronic or paper).

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-4, item 2b **Date Edited:** 1/29/2008

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A-11-008-03 Weapons Control File

Description: Files created in the procurement of weapons (guns and ammunition) to support overseas training courses. Records used to compile master file to track weapons procured and turned over to foreign countries after course completion. Files include DSP-83 Form (Non-Transfer and Use Certificate), which is used to approve the transfer of weapons and technology. Files maintained according to country receiving weapons and by weapon serial number. Files span 2002 to present.

Disposition: TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.

DispAuthNo: N1-059-07-4, item 3 **Date Edited:** 1/29/2008

A-11-008-04 Weapons Log

Description: This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.

Disposition: TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.

DispAuthNo: N1-059-07-4, item 4 **Date Edited:** 1/29/2008

A-11-008-05 Ammunition Inventory Records

Description: The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.

Disposition: TEMPORARY: Cut off at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.

DispAuthNo: N1-059-07-4, item 5 **Date Edited:** 1/29/2008

A-11-008-06 Passport and Visa File

Description: Files contain correspondence required in the process of applying for diplomatic and official passports and visas for staff personnel and contractors who perform tasks outside the U.S. Files include actual passports returned upon completion of task. Files arranged alphabetically by individual's name. Files span 2003 to present.

Disposition: TEMPORARY: Forward returned passport books to DOS Passport Office when no longer required. Destroy passport or visa correspondence files when 5 (five) years old or upon separation of the bearer, whichever is sooner.

DispAuthNo: N1-059-07-4, item 6 **Date Edited:** 1/29/2008

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A-11-008-07 Interagency Agreement File

Description: Files contain copies of Interagency Agreements (MOAs) with other U.S. Government and military agencies to provide training support requiring specific expertise. Files include cables, memoranda, and procurement contracts created in support of the MOAs. Files span 1993 to present. DS Contracts and Procurement (CAP) maintains the official file for MOAs.

Disposition: TEMPORARY: Destroy upon termination of MOA or when no longer needed.

DispAuthNo: N1-059-07-4, item 7

Date Edited:

1/29/2008

A-11-008-08 Counter-Terrorism Program Management Information System (CTPMIS)

Description: CTPMIS tracks all ATA financial transactions and scheduling processes, and provides the ability to accurately store financial data for events and operations; easily retrieve information about students and courses provided per location and country; retrieve real-time spending financial data per event and country; training schedules, purchase orders, contract files, students/alumni, travel, medical invoices; and store records of future events.

Inputs: Include financial data such as task orders, interagency agreements, fiscal cables, invoices, course schedules, and Notice of Change Forms.

Outputs: Include reports such as Obligations Summary Report, Obligations Cost Detail, Vendor Detail, Annual Plan for Appropriations, Chronological Program Activities, and Event Summaries that are used to track expenditures. Data is drawn from this system to prepare the Monthly Variance Report and Annual Reports to Congress.

Data spans 1987 to present. DS Chief Technology Officer (CTO) manages this system.

Disposition: TEMPORARY: Destroy when data is 6 (six) years 3 (three) months old or when no longer needed, whichever is longer.

DispAuthNo: N1-059-07-4, item 8

Date Edited:

1/29/2008

A-11-008-09 Student Pre and Post Knowledge and Skills Surveys

Description: Files created, regardless of media, contain baseline on student's knowledge of subject prior to receiving course and student's level of knowledge after taking course used to measure and evaluate ATA course curriculum and instructor. Also included are student evaluations of course.

Disposition: TEMPORARY: Destroy 9 (nine) years after revision or termination of course.

DispAuthNo: N1-059-07-4, item 9

Date Edited:

1/29/2008

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A-11-008-10 Independent Evaluation of ATA Courses

Description: File contains documents, regardless of media, including evaluation reports of instructor, course materials, course content and delivery prepared by outside independent contractors.

Disposition: TEMPORARY: Destroy 9 (nine) years after revision or termination of course

DispAuthNo: N1-059-07-4, item 10 **Date Edited:** 1/29/2008

A-11-008-11 ATA Course Materials

Description: a. Active Courses File. Contains records, regardless of media, including plans of instruction, student evaluations, pre and post test scores, equipment lists, multi-lingual course curriculum, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and administrative records related to course materials.

Disposition: TEMPORARY: Destroy 9 (nine) years after course has been revised or terminated.

DispAuthNo: N1-059-07-4, item 11a **Date Edited:** 1/29/2008

A-11-008-11a ATA Course Materials

Description: b. Course Development Working File. Contains materials, regardless of media, including working drafts of Anti-terrorism Assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence, memorandums, and evaluations to ongoing development and revision.

Disposition: TEMPORARY: Transfer data to Active Courses File upon completion of development. Destroy working drafts 1 (one) year after development or revision is completed and course is approved.

DispAuthNo: N1-059-07-4, item 11b **Date Edited:** 1/29/2008

A-11-008-12 Training Activities Support File

Description: Documents, regardless of media, related to the implementation of specific training assistance, including: offer of training, post response to offer, contracted instructor information, country clearances, logistical and financial data, relevant cables, participants rosters and itinerary, training provider task orders and contract, inventory of equipment, Form DSP-83 (Non-Transfer and Use Certificate), which is used to approve the transfer of weapons and technology, end of course/training evaluation reports, program officer evaluation reports, escort reports, and incident reports. Files arranged alphabetically by country, in chronological order on fiscal year basis. Files span from 2001 to present.

Disposition: TEMPORARY: Destroy when 5 (five) years old.

DispAuthNo: N1-059-07-4, item 12 **Date Edited:** 1/29/2008

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A-11-008-13 Country Assistance Plan

Description: Country Plan, regardless of media, consists of ATA historical relationship, country profile, country counterterrorism strengths, ATA/country strategy, country program review, training needs assessment, and budget plan for training. Records span 2004 to present.

a. Record copy of Country Assistance Plan (hard copy).

Disposition: PERMANENT: Cut off when superseded or in 10 (ten) years, whichever is sooner. Retire to records center when 10 (ten) years old. Transfer to the National Archives when 25 (twenty-five) years old.

DispAuthNo: N1-059-07-4, item 13a **Date Edited:** 1/29/2008

A-11-008-13a Country Assistance Plan

Description: Country Plan, regardless of media, consists of ATA historical relationship, country profile, country counterterrorism strengths, ATA/country strategy, country program review, training needs assessment, and budget plan for training. Records span 2004 to present.

b. All other copies and supporting material (electronic and paper).

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-4, item 13b **Date Edited:** 1/29/2008

A-11-008-14 Office Administrative Scheduling File

Description: Contains records, regardless of media, that monitor operation schedules for entire division and applies new curriculum to schedule. Consists of course offer cable, country acceptance cable, and list of country participants. Used to develop fiscal year training schedule for TMD.

Disposition: TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-4, item 14 **Date Edited:** 1/29/2008

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A-11-008-15 Training Activities Support File

Description: Documents, regardless of media, related to the implementation of specific training assistance, including: offer of training, post response to offer, contracted instructor information, country clearances, logistical and financial data, relevant cables, participants rosters and itinerary, training provider task orders and contract, inventory of equipment, Form DSP-83 (Non-Transfer and Use Certificate), which is used to approve the transfer of weapons and technology, end of course/training evaluation reports, program officer evaluation reports, escort reports, and incident reports. Files arranged alphabetically by country, in chronological order on fiscal year basis. Files span from 2001 to present.

Disposition: TEMPORARY: Destroy when 5 (five) years old.

DispAuthNo: N1-059-07-4, item 15 **Date Edited:** 1/29/2008

A-11-008-16 Annual Report to Congress on the Anti-terrorism assistance Program

Description: This item covers the Annual Report submitted to Congress on the Anti-terrorism Assistance Program. The Annual Report provides documentation of . The Annual Report also provides a statistical snapshot of program activities such as the number of needs assessments and program reviews conducted during the reporting period, the number of courses taught during the reporting program, and the number and names of countries participating in the program.

Disposition: See sub sections 16 1 and 16b for specific dispositions.

DispAuthNo: N1-059-07-4, item 16 **Date Edited:** 1/29/2008

A-11-008-16a Annual Report to Congress on the Anti-terrorism Assistance Program

Description: This item covers the Annual Report submitted to Congress on the Anti-terrorism Assistance Program. The Annual Report provides documentation of . The Annual Report also provides a statistical snapshot of program activities such as the number of needs assessments and program reviews conducted during the reporting period, the number of courses taught during the reporting program, and the number and names of countries participating in the program.

a. Records copy (hard copy).

Disposition: PERMANENT: Cut off annually. Retire copy of each issuance to record center in ten-year blocks for immediate transfer to the National Archives.

DispAuthNo: N1-059-07-4, item 16a **Date Edited:** 1/29/2008

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A-11-008-16b	Annual Report to Congress on the Anti-terrorism assistance Program
Description:	This item covers the Annual Report submitted to Congress on the Anti-terrorism Assistance Program. The Annual Report provides documentation of . The Annual Report also provides a statistical snapshot of program activities such as the number of needs assessments and program reviews conducted during the reporting period, the number of courses taught during the reporting program, and the number and names of countries participating in the program. b. All other copies (electronic or paper).
Disposition:	TEMPORARY: Destroy when no longer needed.
DispAuthNo:	N1-059-07-4, item 16b
Date Edited:	1/29/2008
A-11-008-17	Management Control Records
Description:	Annual reports and assurance statements created by organizational components below the agency (departmental or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress.
Disposition:	TEMPORARY: Cut off files annually. Destroy after next reporting cycle if no longer needed.
DispAuthNo:	GRS 16, item 14d
Date Edited:	1/29/2008
A-11-008-18	Daily Activity Records-Calendars, appointment books, schedules, and other records documenting meetings, appointments, and other activities while serving in an official capacity
Description:	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, excluding records relating to official activities of high level officials.
Disposition:	TEMPORARY: Destroy or delete when 2 (two) years old.
DispAuthNo:	GRS 23, item 5a
Date Edited:	1/29/2008
A-11-008-18a	Daily Activity Records-Calendars, appointment books, schedules, and other records documenting meetings, appointments, and other activities while serving in an official capacity
Description:	b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files, excluding records relating to official activities of high level officials.
Disposition:	TEMPORARY: Destroy or delete when no longer needed.
DispAuthNo:	GRS 23, item 5b
Date Edited:	1/29/2008

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A-11-008-19 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Block files annually. Retire yearly accumulations of 1 (one) box or more to Records Service Center when no longer needed for transfer to Washington National Records Center. Destroy after GAO audit or when 6 (six) years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 1/29/2008

A-11-008-20 A-03-010-05a Classified Document Container Security Files

Description: Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Includes OF-62, Safe or Cabinet Security Record, OF-63, Security Container Information, and OF-111, Combination Safe Card.

Disposition: TEMPORARY: Destroy when superseded by a new form or list, or upon turn in of containers.

DispAuthNo: GRS 18, item 7a **Date Edited:** 1/29/2008

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Office of Training & Performance Support**A-11-009-01 Building Passes for Persons who are not Department Employees- Case File**

Description: Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects. (Also at A-11-003-12)

Disposition: Destroy 1 (one) year after cancellation of pass.

DispAuthNo: N1-059-94-43, item 30 **Date Edited:** 10/25/2007

A-11-009-02 Fire and Security Alarms File - Arrange by TAGS and Terms

Description: Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects. (Also at A-11-003-15)

Disposition: Cut off file at the end of each calendar year. Destroy 3 (three) years after cut off date.

DispAuthNo: GRS 18, item 10 **Date Edited:** 10/20/2006

A-11-009-03a Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: a. Entry Notices. (Also at A-11-003-18a)

Disposition: Destroy when 3 (three) months old.

DispAuthNo: N1-059-94-43, item 32a **Date Edited:** 10/25/2007

A-11-009-03b Internal Investigation - Program Files - Arrange by case. Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: b. Evidence, Reports, testimony, witnesses' statements, etc. (Also at A-11-003-18b)

Disposition: Destroy 2 (two) years after case is completed.

DispAuthNo: N1-059-94-43, item 32b **Date Edited:** 10/25/2007

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A-11-009-03e **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: f. Reports

(2) Long Term Reports, Event Reports, Lost and Found Reports, Vehicle Activity and Inspection Reports, Vehicle Incident Reports, Vehicle Maintenance Reports, Vehicle Monthly Reports. (Also at A-11-003-18f(2))

Disposition: Destroy when 2 (two) years old.

DispAuthNo: N1-059-94-43, item 32f(2) **Date Edited:** 10/25/2007

A-11-009-04 **Special Events Security - Program File - Arrange by event**

Description: Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects. (Also at A-11-003-19)

Disposition: Destroy when 3 (three) months old.

DispAuthNo: N1-059-94-43, item 34 **Date Edited:** 10/25/2007

A-11-009-05 **Countermeasures - Program File - Arrange by TAGS and Terms**

Description: Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects. (Also at A-11-003-20)

Disposition: Cut off at the end of each calendar year. Destroy 2 (two) years after cut off date.

DispAuthNo: N1-059-94-43, item 62 **Date Edited:** 10/25/2007

A-11-009-06 **Emanations Security - Program File - Arrange by TAGS and Terms**

Description: Correspondence, memorandums, reports, studies, and telegrams on emanation security covering coordination, equipment, inspections, product evaluation, shielding, tempest, testing, training, zones of control, and other related subjects. (Also at A-11-003-23)

Disposition: Cut off file at the end of every 5 (five) calendar years. Destroy 5 (five) years after cut off date.

DispAuthNo: N1-059-94-43, item 63 **Date Edited:** 10/25/2007

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A-11-009-07	Emanations Security Post - Program File - Arrange by post
Description:	Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects. (Also at A-11-003-24)
Disposition:	Destroy 4 (four) years after all requirements have been met.
DispAuthNo:	N1-059-94-43, item 64
Date Edited:	10/25/2007
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A-11-009-08	Defensive Equipment - Program Files - Arrange by country
Description:	a. Armored Vehicles File. Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects. (Also at A-11-003-50a)
Disposition:	Destroy 1 (one) year after vehicle is no longer owned by Department.
DispAuthNo:	N1-059-94-43, item 47a
Date Edited:	10/25/2007
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A-11-009-09a	Physical Security Laboratory- Program Files Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects- Arrange by post
Description:	Technical Date File. (Also at A-11-003-51b(2))
Disposition:	Cut off file at end of each calendar year. Destroy 3 (three) years after cut off date.
DispAuthNo:	N1-059-94-43, item 48b(2)
Date Edited:	10/25/2007
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A-11-009-09b	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by subject
Description:	c. Training Material File. (Also at A-11-003-51c)
Disposition:	Destroy when updated or obsolete.
DispAuthNo:	N1-059-94-43, item 48c
Date Edited:	10/25/2007
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A-11-009-10	File Cabinet or Vault Security Forms
Description:	Forms: Security Container Information (SF-700) and Security Container Checksheet (SF-702) used to record access to unclassified sensitive, administratively controlled, or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers, and vaults, controlled access areas, and facilities. (Also at A-11-003-61)
Disposition:	Destroy 1 (one) year after last date entered on sheet.
DispAuthNo:	NC-059-75-2, item 3
	Date Edited: 10/25/2007
A-11-009-11a(1)	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	a. Original Contracts (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. (Also at A-03-004-06a(1))
Disposition:	Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3a(1)
	Date Edited: 10/20/2006
A-11-009-11a(2)	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	a. Original Contracts (2) Transactions of \$25,000 or less and construction contracts under \$2,000. (Also at A-03-004-06a(2))
Disposition:	Destroy 3 (three) years after final payment.
DispAuthNo:	GRS 3, item 3a(2)
	Date Edited: 10/20/2006
A-11-009-11b	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	b. Other copies. (Also at A-03-004-06b)
Disposition:	Destroy upon termination or completion.
DispAuthNo:	GRS 3, item 3c
	Date Edited: 10/20/2006

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A-11-009-12	Transportation Files		
Description:	Contain office copies of government or commercial bills of lading, commercial transportation vouchers (SF-1113A) and transportation requests (SF-169), travel authorizations and supporting documents.		
Disposition:	Cut off at end of fiscal year. Destroy 6 (six) years after the period of the account.		
DispAuthNo:	GRS 9, item 1c	Date Edited:	10/20/2006

A-11-009-13	Visitor Control Files		
Description:	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.		
Disposition:	a.For areas on maximum security. Destroy 5 years after final entry or 5 years after date of document, as appropriate. For other areas. Destroy 2 years after final entry or 2 years after date of document, as appropriate.		
DispAuthNo:	GRS 18, item 17	Date Edited:	10/20/2006

A-11-009-14	Curriculum Development Records		
Description:	Records created, regardless of media, as part of the development of a course. Records include project plans, job task analysis, task/objective/examination matrices and task/objective lists. Arranged alphabetically by course title.		
Disposition:	TEMPORARY: Cut off file upon conclusion of first course review, which is conducted after 5 (five) years. Retain original course development materials for 5 (five) years after cut off and destroy (Supersedes N1-059-94-43, items 94a and 97a).		
DispAuthNo:	N1-059-07-1, item 1	Date Edited:	10/25/2007

A-11-009-15	Curriculum Review Records		
Description:	Records created, regardless of media, as part of the Curriculum Review. Records include meeting notes, Curriculum Review final reports/recommendations, and conference logistics. Arranged alphabetically by course title.		
Disposition:	TEMPORARY: Cut off file upon conclusion of a subsequent course review, which is conducted after 5 (five) years. Retain Curriculum Review materials for 5 (five) years after cut off and destroy.		
DispAuthNo:	N1-059-07-1, item 2	Date Edited:	10/25/2007

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A-11-009-16	Course Execution Records
Description:	Course materials that are needed to execute each class of a course, including lesson plans, student materials, instructor/student guides, and multimedia products. Arranged alphabetically by course title and folder contents filed chronologically.
Disposition:	TEMPORARY: Cut off file when course is discontinued. Destroy 10 (ten) years after cut off (Supersedes N1-059-94-43, items 94b, 97b, and 2(a)).
DispAuthNo:	N1-059-07-1, item 3
Date Edited:	10/25/2007

A-11-009-17	Course Evaluation Records
Description:	Post-training evaluations (Level III), correspondence, and feedback provided by/to program managers related to a specific course. Arranged alphabetically by course chronologically by class date.
Disposition:	TEMPORARY: Cut off file upon completion of a scheduled course review, which is after 5 (five) years. Destroy 1 (one) year after cut off.
DispAuthNo:	N1-059-07-1, item 4
Date Edited:	10/25/2007

A-11-009-18	Class Records
Description:	Records, regardless of media, pertaining to each convening of a course, including class syllabus, roster, student critiques (Level I), examinations (Level II), and student attendance information. Arranged alphabetically by course and chronologically by class date.
Disposition:	TEMPORARY: File materials at the conclusion of each class. Cut off file upon completion of a course review, which is after 5 (five) years. Retain materials for 10 (ten) years after cut off (Supersedes N1-059-94-43, item 100).
DispAuthNo:	N1-059-07-1, item 5
Date Edited:	10/25/2007

A-11-009-19	Student Training Records
Description:	Records developed on individual students during the course of training, including applications, waivers, examination/practical results, records of counseling/remediation, training agreements, and qualifications/ certifications. Arranged alphabetically by student's name.
Disposition:	TEMPORARY: Cut off file at termination of employment with Department. Retire 1 (one) year after cut off date. Destroy 5 (five) years after cut off date (Supersedes N1-059-94-43, item 99).
DispAuthNo:	N1-059-07-1, item 6
Date Edited:	10/25/2007

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A-11-009-20	Course Administrative Records
Description:	Records pertaining to the funding, budget, procurement, contracting and program support of a course.
Disposition:	TEMPORARY: Cut off file at the end of each calendar year. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-07-1, item 7
Date Edited:	10/25/2007

A-11-009-21	TPS Staff Training Records
Description:	Records pertaining to the training, qualification and evaluation of individuals assigned to the Office of Training and Performance Support (TPS) as staff instructors. Arranged alphabetically by staff member's name.
Disposition:	TEMPORARY: Destroy 5 (five) years after departure from assignment within TPS.
DispAuthNo:	N1-059-07-1, item 8
Date Edited:	10/25/2007

A-11-009-22	Training Policy and Procedures Records
Description:	Records pertaining to the development and implementation of training policy and procedures for the Office of Training and Performance Support.
Disposition:	TEMPORARY: Cut off at the end of each calendar year. Retire 5 (five) years after cut off date. Destroy when 30 (thirty) years old.
DispAuthNo:	N1-059-07-1, item 9
Date Edited:	10/25/2007

A-11-009-23	Accreditation Records
Description:	Records pertaining to the accreditation of the academy and programs of the Office of Training and Performance Support.
Disposition:	TEMPORARY: Cut off at the end of each calendar year. Retire 5 (five) years after cut off date. Destroy when 30 (thirty) years old.
DispAuthNo:	N1-059-07-1, item 10
Date Edited:	10/25/2007

A-11-009-24	External Training Records
Description:	Records on training requests from outside sources, certificates and Form SF-182 (Request, Authorization, Agreement and Certification of Training).
Disposition:	TEMPORARY: Cut off file at the end of each calendar year. Destroy when 3 (three) years old or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-07-1, item 11
Date Edited:	10/25/2007

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A-11-009-25	Diplomatic Security Training Center (DSTC) Duty Officer Rosters
Description:	Roster of DSTC Duty Officer Assignments.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 13(b)
Date Edited:	10/25/2007

A-11-009-26	Firearms Training Ammunition Usage Report
Description:	The Ammunition Usage Report is produced on a monthly basis. This monthly report tracks the types of ammunition utilized and assigned.
Disposition:	TEMPORARY: Cut off records at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 13
Date Edited:	10/25/2007

A-11-009-27	Weapons Re-qualification Records
Description:	This file contains the records of re-qualification by an individual in the use of firearms, shotguns, off-duty weapons, and intermediate weapons.
Disposition:	TEMPORARY: Cut off on the separation/retirement of the individual. Destroy 5 (five) years after separation/ retirement.
DispAuthNo:	N1-059-07-1, item 14
Date Edited:	10/25/2007

A-11-009-28	Ammunition Inventory Records
Description:	The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.
Disposition:	TEMPORARY: Cut off at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 15
Date Edited:	10/25/2007

A-11-009-29	Weapons Log
Description:	This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.
Disposition:	TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 16
Date Edited:	10/25/2007

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A-11-009-30 Range Score Cards

Description: The Range Score Card is completed by a Firearms Instructor who records the qualifying scores for courses of fire. This information is recorded on the Weapons Qualification Record.

Disposition: TEMPORARY: Cutoff at the end of the calendar year. Destroy 1 (one) year after cut off.

DispAuthNo: N1-059-07-1, item 17

Date Edited: 10/25/2007

A-11-009-31 Special Projects

Description: Study or research conducted and documented, usually involves testing of firearms, ammunition, and/ or to procure any new equipment for DS.

Disposition: TEMPORARY: Cut off at the end of the calendar year. Maintain at the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.

DispAuthNo: N1-059-07-1, item 18

Date Edited: 10/25/2007

A-11-009-32 Reports Files - Registrar

Description: Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation.

Disposition: TEMPORARY: See sub sections 32a and 32b for specific dispositions.

DispAuthNo: N1-059-07-1, item 19

Date Edited: 10/25/2007

A-11-009-32a Reports Files - Registrar

Description: Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation.

(a) Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 20 (twenty) years old or when superseded, whichever is later.

DispAuthNo: N1-059-07-1, item 19a

Date Edited: 10/25/2007

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A-11-009-32b Reports Files - Registrar

Description: Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation.

(b) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 (one hundred & eighty) days after recordkeeping copy has been produced.

DispAuthNo: N1-059-07-1, item 19b **Date Edited:** 10/25/2007

A-11-009-33 Course Files - Registrar

Description: Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence.

Disposition: TEMPORARY: See sub sections 33a and 33b for specific dispositions.

DispAuthNo: N1-059-07-1-item 20 **Date Edited:** 10/25/2007

A-11-009-33a Course Files - Registrar

Description: Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence.

(a) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to records storage center when 1 (one) year old. Destroy when 5 (five) years old (Supersedes N1-059-94-43, item 58).

DispAuthNo: N1-059-07-1, item 20a **Date Edited:** 10/25/2007

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A-11-009-33b	Course Files - Registrar
Description:	Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 (one hundred & eighty) days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-07-1, item 20b
Date Edited:	10/25/2007
A-11-009-34	Requests for Training (Forms DS-755 and Form SF-182)
Description:	Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC).
Disposition:	TEMPORARY: See sub sections 34a and 34b for specific dispositions.
DispAuthNo:	GRS 23, item 1
Date Edited:	10/25/2007
A-11-009-34a	Requests for Training (Forms DS-755 and Form SF-182)
Description:	Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC). (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 23, item 1
Date Edited:	10/26/2007
A-11-009-34b	Requests for Training (Forms DS-755 and Form SF-182)
Description:	Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC). (b) Electronic version of training forms.
Disposition:	TEMPORARY: Delete when 2 (two) years old.
DispAuthNo:	GRS 23, item 1
Date Edited:	10/26/2007

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A-11-009-35 **Room Reservations Spreadsheets**
Description: Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).
Disposition: TEMPORARY: See sub sections 35a and 35b for specific dispositions.
DispAuthNo: N1-059-07-1, item 22 a & b **Date Edited:** 10/25/2007

A-11-009-35a **Room Reservations Spreadsheets**
Description: Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).
 (a) Paper copy
Disposition: TEMPORARY: Destroy copies when 1 (one) year old.
DispAuthNo: N1-059-07-1, item 22a **Date Edited:** 10/26/2007

A-11-009-35b **Room Reservations Spreadsheets**
Description: Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).
 (b) Electronic version
Disposition: TEMPORARY: Delete when 1 (one) year old.
DispAuthNo: N1-059-07-1, item 22b **Date Edited:** 10/26/2007

A-11-009-36 **Incoming and Outgoing Package Delivery Spreadsheets**
Description: Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.
Disposition: TEMPORARY: See sub section 36a and 36b for sepcific dispositions..
DispAuthNo: GRS 12, item 6a **Date Edited:** 10/25/2007

A-11-009-36a **Incoming and Outgoing Package Delivery Spreadsheets**
Description: Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.
 (a) Paper copy
Disposition: TEMPORARY: Destroy when 1 (one) year old.
DispAuthNo: GRS 12, item 6a **Date Edited:** 10/26/2007

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A-11-009-36b	Incoming and Outgoing Package Delivery Spreadsheets
Description:	Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out. (b) Electronic version
Disposition:	TEMPORARY: Delete when 1 (one) year old.
DispAuthNo:	GRS 12, item 6a
Date Edited:	10/26/2007
A-11-009-37	Blanket Purchase Agreement Files
Description:	Contain copies of invoices, memorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.
Disposition:	TEMPORARY: Cut off file at the end of each fiscal year. Destroy 3 (three) years after cut off date.
DispAuthNo:	N1-059-07-1, item 24
Date Edited:	10/25/2007
A-11-009-38	Blanket Purchase Transaction Files
Description:	Contain transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.
Disposition:	TEMPORARY: Cut off file at the end of each fiscal year. Destroy 3 (three) years after completion of contract.
DispAuthNo:	N1-059-07-1, item 25
Date Edited:	10/25/2007
A-11-009-39	Credit Card Transactions
Description:	Records pertaining to training for other agency personnel, including underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.
Disposition:	TEMPORARY: Destroy 6 (six) years from the date of card purchase.
DispAuthNo:	N1-059-07-1, item 26
Date Edited:	10/25/2007
A-11-009-40	External Training Support Files
Description:	Contain copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training), schedule of classes, vendor registration, and copies of waiver approval. Arranged alphabetically by student's name.
Disposition:	TEMPORARY: Destroy when 3 (three) years old. (Supersedes N1-59-94-43, item 57).
DispAuthNo:	N1-059-07-1, item 27
Date Edited:	10/25/2007

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Office of Security Infrastructure - Front Office**A-11-023-01 Tracking and Control Records**

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included are correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 3/30/2007

A-11-023-02 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tattel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 3/30/2007

A-11-023-03 Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave

Description: a. If timecard or TATEL DS-1734M draft has been initialed by employee.

Disposition: Temporary. Destroy leave slip at end of following pay period.

DispAuthNo: GRS 2, item 6a **Date Edited:** 3/30/2007

A-11-023-04 Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave

Description: b. If timecard or TATEL draft has not been initialed by employee.

Disposition: Temporary. Destroy leave slip after GAO audit or when 3 years old, whichever is sooner.

DispAuthNo: GRS 2, item 6b **Date Edited:** 3/30/2007

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A-11-023-05	Travel Vouchers
Description:	a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 9, item 4
Date Edited:	3/30/2007
A-11-023-06	Travel Vouchers
Description:	b. Accountability records documenting the issue or receipt of accountable documents.
Disposition:	Temporary. Destroy 1 year after all entries are cleared.
DispAuthNo:	GRS 9, item 4
Date Edited:	3/30/2007
A-11-023-07	Duplicate Personnel Files
Description:	a. Supervisor's Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.
Disposition:	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.
DispAuthNo:	GRS 1, item 18a
Date Edited:	3/30/2007
A-11-023-08	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
Disposition:	Temporary. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	GRS 5, item 2
Date Edited:	3/30/2007
A-11-023-09	Budget Estimates and Justifications
Description:	Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.
Disposition:	Temporary. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	NC1-59-77-26, item 9
Date Edited:	3/30/2007

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A-11-023-10	Financial Plans
Description:	Financial plans and related worksheets, reports and communications.
Disposition:	Temporary. Destroy 3 years after close of fiscal year in which prepared.
DispAuthNo:	NC1-59-77-26, item 11
Date Edited:	3/30/2007

A-11-023-11	Chron Files
Description:	Copies of all correspondence approved and signed by the Director. Includes special studies, internal instructions and reports. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Destroy material when no longer needed for reference or after 3 years old.
DispAuthNo:	Non-record
Date Edited:	3/30/2007

A-11-023-12	Congressional Inquiries
Description:	Reference copies of records regardless of media of all incoming and outgoing congressional taskers, and action offices' responses on security clearances inquiries. Documents used solely for reference purposes. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Destroy after 2 years old or no longer needed.
DispAuthNo:	Non-record
Date Edited:	3/30/2007

A-11-023-13	Award Files
Description:	Reference copies of electronic records of awards, nominations, correspondence, reports and other related incentive awards. Documents used solely for reference purposes. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Maintain until no longer needed.
DispAuthNo:	Non-record
Date Edited:	3/30/2007

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Office of Information Security

A-11-026-01a	Communications Security (COMSEC) Incidents - Program File
Description:	Report of Violation of Communications Security (FS-507) and other documentation on communications security (COMSEC) covering infractions, loss, theft, or unauthorized viewing of cryptographic material, the transmission of unencrypted classified telegrams by exposed communications channel, and other related subjects. Arranged by post. a. On-going Cases.
Disposition:	Temporary. Retain in office until case is closed.
DispAuthNo:	N1-59-94-43, item 39a
Date Edited:	12/20/2006
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A-11-026-01b	Communications Security (COMSEC) Incidents - Program File
Description:	b. Inactive cases that have long terms security interest.
Disposition:	Temporary. Retain in office until there has been no active interest for 10 years then retire to Records Storage Center (RSC). Destroy 30 years after date RSC received.
DispAuthNo:	N1-59-94-43, item 39b
Date Edited:	12/20/2006
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A-11-026-01c	Communications Security (COMSEC) Incidents - Program File
Description:	c. Closed cases that have no further security interest.
Disposition:	Temporary. Retire to Records Storage Center (RSC) 3 years after cut off date. Destroy 7 years after cut off date.
DispAuthNo:	N1-59-94-43, item 39c
Date Edited:	12/20/2006
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A-11-026-02a	Security Incidents - Program File
Description:	Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects. a. On-going Cases.
Disposition:	Retain in office.
DispAuthNo:	N1-59-94-43, item 38a
Date Edited:	12/20/2006
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U.S. Department of State Records Schedule

Chapter 11: Diplomatic Security Records

A-11-026-02b(1)	Security Incidents - Program File		
Description:	b. Closed Cases. (1) Historical Cases. File relating to incidents that receive Congressional, media, or major public interest.		
Disposition:	Permanent. Retain in office. Retire to Records Storage Center (RSC) after death of violator, if known, or after 50 years, whichever comes first for immediate transfer to National Archives.		
DispAuthNo:	N1-59-94-43, item 38b(1)	Date Edited:	12/20/2006

A-11-026-02b(2)	Security Incidents - Program File		
Description:	b. Closed Cases. (2) All Other Cases.		
Disposition:	Temporary. Destroy 5 years after case is closed.		
DispAuthNo:	N1-59-94-43, item 38b(2)	Date Edited:	12/20/2006

A-11-026-03a	Cyber Security Incidents - Program File -		
Description:	Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects. a. On-going Cases.		
Disposition:	Retain in office.		
DispAuthNo:	N1-59-94-43, item 38a	Date Edited:	12/20/2006

A-11-026-03b(1)	Cyber Security Incidents - Program File		
Description:	b. Closed Cases. (1) Historical Cases. File relating to incidents that receive Congressional, media, or major public interest.		
Disposition:	Permanent. Retain in office. Retire to Records Storage Center (RSC) after death of violator, if known, or after 50 years, whichever comes first for immediate transfer to National Archives.		
DispAuthNo:	N1-59-94-43, item 38b(1)	Date Edited:	12/20/2006

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A-11-026-03b(2) **Cyber Security Incidents - Program File**

Description: b. Closed Cases.

(2) All Other Cases.

Disposition: Temporary. Destroy 5 years after case is closed.

DispAuthNo: N1-59-94-43, item 38b(2)

Date Edited:

12/20/2006
