
U.S. Department of State Records Schedule

Chapter 15: Freedom of Information and Privacy Act Records

Freedom of Information and Privacy Act Records**B-15-000-01a(1) Freedom of Information Act Request Files**

Description: Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed therein).

(1) Granting access to all the requested records.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 11a(1) **Date Edited:** 4/1/1999

B-15-000-01a(2) Freedom of Information Act Request Files

Description: Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed therein).

(2) Requests for records which cannot be released in full.

Disposition: Forward to Department (IM/IPS) for action.

DispAuthNo: GRS 14, item 11a(3) **Date Edited:** 4/1/1999

B-15-000-02 FOIA Program Files

Description: Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence and related records.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

DispAuthNo: GRS 14, item 15 **Date Edited:** 4/1/1999

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B-15-000-03a(1) **Privacy Act Request Files**

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them as provided under 5 U.S.C. 552a (d) (1). Files containing original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed therein).

(1) Granting access to all requested records.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 21a(1) **Date Edited:** 4/1/1999

B-15-000-03a(2) **Privacy Act Request Files**

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them as provided under 5 U.S.C. 552a (d) (1). Files containing original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed therein)

(2) Requests for records which cannot be released in full.

Disposition: Forward to Department (IM/IPS) for action.

DispAuthNo: GRS 14, item 21a(3) **Date Edited:** 4/1/1999

B-15-000-04 **Privacy Act Accounting and Disclosure Files**

Description: Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature and purpose of each disclosure of a record to any person or to another agency, including the forms showing the subject individual's name and address, purpose and date of disclosure and proof of the subject individual's consent when applicable.

Disposition: Dispose of in accordance with approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

DispAuthNo: GRS 14, item 23 **Date Edited:** 4/1/1999

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B-15-000-05 Privacy Act Program Files

Description: Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence and related records.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

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

B-15-000-06 Post Copies of Correspondence and Documents

Description: Post copies of correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed therein) where the original FOIA or Privacy Act request is being handled by the Department.

Note: For disposition of official file copies of records requested, see item 150001a(1) or item 150003a(1)(a), as appropriate.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

DispAuthNo: Non-record **Date Edited:** 4/1/1999
