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General**A-10-001-05f Backup.**

Description: System uses standard daily, weekly, and monthly backups.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use. (Supersedes GRS 20, item 8b)

DispAuthNo: GRS 3.2, Item 051

Date Edited: 3/21/2017

A-10-001-06 OFM Foreign Policy and Organizational Files

Description: Consists of memoranda, diplomatic notes, cables, official correspondence, reports, photographs and audio visual materials etc., related to the implementation of foreign policy by the Office of the Foreign Missions (OFM). Such files are maintained by M/OFM in Washington, DC. Also included but not limited to, background correspondence, reports, briefing materials, etc., documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the Foreign Mission Act. M/OFM files are organized by subject and country. Supersedes items N1-59-87-9, item 1, N1-59-87-9, item 2 and N1-59-87-9, item 3

Disposition: Permanent. Cutoff at the end of calendar year. Transfer to the National Archives when 25 years old in 5-year blocks.

DispAuthNo: DAA-0059-2011-0009-0001

Date Edited: 9/12/2014

A-10-001-07 Program Files

Description: Consist of final documents, publications, and other correspondence relating to OFM programs on general subjects and various countries, such as emergency management, outreach, Staff Assistance Visits which are organized either by subject or chronologically that are not contained in other record schedules herein.

Disposition: Temporary. Destroy/delete when 3 years old or when office determines document is no longer needed for reference, dissemination, updating, revision, or other operational purposes, whichever is later.

DispAuthNo: DAA-0059-2011-0009-0019

Date Edited: 9/15/2014

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Tax Division

A-10-002-02 Income Tax Files

Description: Routine correspondence and other documentation pertaining to the exemption of Federal and State income tax requirements for foreign mission employees except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Policy and Organizational Files" herein. Also included is but not limited to, are information extracted from Form I-508 which is entered into TOMIS. Files are maintained by M/OFM/PTSB and are organized by subject and country.

Disposition: Temporary. Destroy when 30 years old.

DispAuthNo: DAA-0059-2011-0009-0008 **Date Edited:** 9/15/2014

A-10-002-03 Consumption Tax Files

Description: Consists of memoranda, correspondence, and operational records concerning the imposition or exemption of consumption taxes (sales, VAT, Hotel Excise, etc.) except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Policy and Organizational Files herein. M/OFM files are organized by subject and country.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: DAA-0059-2011-0009-0009 **Date Edited:** 9/15/2014

A-10-002-04 Tax Exemption Authorization Files

Description: Consists of memoranda, correspondence, and operational records, such as letters sent to U.S. utility companies, gasoline companies, banks, credit unions, hotels and other vendors on behalf of a foreign mission and its members advising of their tax exemption entitlement within the United States. These files do not include documents associated with the authorization of real estate tax exemption. Such files are maintained electronically. Supersedes N1-59-92-1, item 5

Disposition: Temporary. Cut off annually. Destroy 10 years after their creation.

DispAuthNo: DAA-0059-2011-0009-0010 **Date Edited:** 9/15/2014

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Customs Division

A-10-003-06 **Customs Files**

Description: Consists of memoranda, correspondence, and operational records concerning the import privileges of both foreign missions and their members in the U.S. as well as U.S. missions and their members abroad except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. DS/OFM files are organized by subject and country.

Disposition: Temporary. Destroy when 10 years old.

DispAuthNo: DAA-0059-2011-0009-0011 **Date Edited:** 9/15/2014

A-10-003-07 **Request for Customs Clearance of Merchandise**

Description: Consists of memoranda, correspondence, and operational records concerning Customs Clearance application forms (DS-1504) and required supporting documentation requesting free entry of merchandise into the U.S. by foreign governments, international organizations and its personnel.

Disposition: Temporary. Destroy record 1 year after request.

DispAuthNo: DAA-0059-2011-0009-0012 **Date Edited:** 9/15/2014

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Travel

A-10-004-013 **Travel Controls Files**

Description: Consists of memoranda, correspondence, and operational records concerning procedures for restricted countries except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein. M/OFM files are organized by subject and country.

Disposition: Temporary. Destroy when 10 years old.

DispAuthNo: DAA-0059-2011-0009-0013 **Date Edited:** 9/15/2014

A-10-004-014 **Airport Escort Screening Courtesies Records**

Description: Routine correspondence and other documentation pertaining to the Airport Escort Screening Courtesies Program except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein.

Disposition: Temporary. Destroy when 1 year old.

DispAuthNo: DAA-0059-2011-0009-0020 **Date Edited:** 9/15/2014

A-10-004-03 **Travel Policy Files**

Description: Files pertaining to the establishment of policies and/or procedures for restricted countries. Information is arranged by countries and consist of diplomatic notes, cables, action memorandums, etc.

Disposition: Permanent. Retain in 5 year blocks. Retire when 10 years old or sooner. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-92-13, item 2 **Date Edited:** 4/1/1999

A-10-004-05 **Chronological Files**

Description: Duplicate copies of documents that are filed either in the policy or subject files.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-92-13, item 4 **Date Edited:** 4/1/1999

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Property

A-10-005-01 Real Estate Files

Description: Consists of memoranda, correspondence, and operational records concerning foreign mission residential lease requests and approvals, and other documentation regarding the acquisition and use of real property by foreign missions except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein.

Disposition: Temporary. Cutoff when lease is denied or expires. Destroy foreign mission residential lease requests and approvals 3 years after cutoff. All other documents destroy 10 years after cutoff.

DispAuthNo: DAA-0059-2011-0009-0014 **Date Edited:** 4/20/2015

A-10-005-02 Real Estate Tax Files

Description: Consists of memoranda, correspondence, and operational records concerning the imposition or exemption of real estate taxes based on reciprocity and international law (property, recordation and transfer taxes) except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein. Files are maintained by DS/OFM/PTSB and are organized by subject and country.

Disposition: Temporary. Destroy when 30 years old.

DispAuthNo: DAA-0059-2011-0009-0015 **Date Edited:** 4/20/2015

A-10-005-03 Custodial Property Files

Description: Consists of memoranda, correspondence, and operational records concerning properties which the Department has to take control of due to severance or loss of diplomatic relations except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 "OFM Foreign Policy and Organizational Files" herein. Also included but not limited to, is information on maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties. DS/OFM files are organized by subject and country. Supersedes N1-59-92-1, item 5(4)a.

Disposition: Temporary. Destroy 5 years after diplomatic/consular relations have been restored.
Blueprints retain for future reference. Destroy when no longer needed.

DispAuthNo: DAA-0059-2011-0009-0016 **Date Edited:** 4/20/2015

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Motor Vehicle Division

A-10-006-03 Diplomatic Motor Vehicle Documentation and Driver License Files

Description: Consists of applications, sales documents, registrations, and other documentation (with the exception of proofs of ownership and proofs of insurance) presented by eligible foreign mission applicants to register and obtain titles for their vehicles for sale or export. Also included are applications for driver licenses, photographs, and other supporting documents needed for the issuance of Department of State drivers' licenses to eligible foreign mission members. Supersedes: N1-59-04-03, Item 1A, N1-59-92-1, Item 8 and N1-59-92-1, item 10.

Disposition: Temporary. Cutoff after departure of employee. Destroy 5 years after cutoff.

DispAuthNo: DAA-0059-2011-0009, item 3 **Date Edited:** 3/13/2017

A-10-006-04 Diplomatic Motor Vehicle Insurance Files

Description: Consists of proofs of insurance presented to initially register vehicles, update current insurance, renew registrations of eligible foreign mission vehicles, or obtain titles for sale or export.

Disposition: Temporary. Cutoff after departure of employee. Destroy 5 years after cutoff.

DispAuthNo: DAA-0059-2011-0009, item 4 **Date Edited:** 3/13/2017

A-10-006-05 Diplomatic Motor Vehicle Proof of Ownership

Description: Original proofs of vehicle ownership to include U.S. State's Certificates of Title, Manufacturer's Certificates of Origin, or foreign ownership documentations.

Disposition: Temporary. Destroy when 25 years old.

DispAuthNo: DAA-0059-2011-0009-0005 **Date Edited:** 9/15/2014

A-10-006-06 Diplomatic Motor Vehicles Correspondence Files

Description: Consists of memoranda, correspondence, letters of insurance, and operational records (e.g. letters to State Insurance Commissioners, letters to Ambassadors about parking fines, files associated with the GPO printing of OFM driver's licenses, and the like) pertaining to the purchase, registration and/or disposition of foreign mission motor vehicles or the acquisition by eligible foreign mission members of an OFM driver's license, except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein. M/OFM files are organized by subject and country. Supersedes N1-59-94-12, item 1

Disposition: Temporary. Destroy when 25 years old.

DispAuthNo: DAA-0059-2011-0009-0006 **Date Edited:** 9/15/2014

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A-10-006-07 Driver Enforcement and Outreach Files

Description: Consists of correspondence and related documentation pertaining to driver enforcement issues (including but not limited to, letters to law enforcement, affidavits signed by OFM/DMV Director to courts regarding counterfeit diplomatic plates, photographs, diplomatic notes, memoranda, police reports, and citations) except for files that articulate policy and or are of historical value which are maintained pursuant to Sec.1 "OFM Policy and Organizational Files" herein. DS/OFM Driver Enforcement and Outreach files are organized by year, subject and country.

Disposition: Temporary. Destroy when 25 years old.

DispAuthNo: DAA-0059-2011-0009-0007 **Date Edited:** 9/15/2014

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Operations

A-10-007-01 OFM Management Files

Description: Consists of memoranda, correspondence, reports, and the like that concern the management (operations, policies and procedures) of M/OFM and its personnel.

Disposition: Temporary. Destroy when 15 years old or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2011-0009-0002 **Date Edited:** 4/20/2015

A-10-007-02 Building Lease/Security Records

Description: Copies of GSA lease agreements, to include but not limited to: development, coordination, administration of security policies and programs pertaining to safety and security guidelines to the office. (i.e.; alarms, locks, duress buttons, building emergency plan, etc.)

Disposition: Temporary. Destroy when superseded or when no longer needed, whichever is sooner.

DispAuthNo: DAA-0059-2011-0009-0018 **Date Edited:** 4/20/2015

A-10-007-03 SmartPay Worldwide Purchase Card (Government Credit Card) Files - Arranged by Fiscal Year

Description: Copies of monthly credit card statements, receipts, and related documentation.

NOTE: Signed original of Monthly Credit Card Statement is maintained by the Bureau of Diplomatic Security for 6 years and 3 months (GRS 6, item 1a). Supersedes the International Merchant Purchase Authorization Card (I.M.P.A.C.) program.

Disposition: TEMPORARY. Destroy when business use ceases. (Supersedes N1-059-96-29, item 1).

DispAuthNo: GRS 1.1, item 011 **Date Edited:** 4/16/2015

A-10-007-04 OFM Financial Files

Description: Documents pertaining to the authorization of financial transactions (money received, money paid, deposited, certified payment or collection in the course of office operations) exceeding 25,000.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a(1)[a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/16/2015

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A-10-007-05 Administrative Records Maintained in any Agency Office

Description: Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/25/2017

A-10-007-06 Post Office and Private Mail Company Records

Description: Post office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Services.

a) Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight express, and special delivery mail including receipts and return receipts.

Disposition: Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. (Supersedes GRS 12, item 5a)

DispAuthNo: GRS 5.5, Item 020 **Date Edited:** 3/13/2017

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Telecommunications**A-10-008-01 Telecommunications Files**

Description: Consists of memoranda, correspondence, and operational records associated with the use of satellite communications, radio transmitters or other radio frequency telecommunication systems that are used by a foreign embassy to communicate with its home government except for files that articulate policy and or are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy and Organizational Files herein. M/OFM files are organized by subject and country.

Disposition: Temporary. Cutoff annually. Destroy 30 years after cutoff.

DispAuthNo: DAA-0059-2011-0009-0017 **Date Edited:** 9/15/2014

Banking**A-10-009-01 Financial and Banking Services Files**

Description: Routine correspondence and other documentation pertaining to the acquisition, authorization, and use of financial and banking services except for files that articulate policy and are of historical value which are maintained pursuant to Sec. 1 OFM Foreign Policy Files and Organizational Files herein.

Disposition: Temporary. Cutoff annually. Destroy 15 years after cut-off.

DispAuthNo: DAA-0059-2011-0009-0021 **Date Edited:** 9/15/2014

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Information Management

A-10-010-01 The Office of Foreign Mission Information System (TOMIS)

Description: Master File:

The Office of Foreign Mission's (OFM) electronic media consists of a single on-line file system that supports OFM's and the Office of Protocol's program requirements in the issuance of privileges, benefits, and immunities to the foreign diplomatic community in the United States. TOMIS maintains an on-line history of all Foreign Mission Communities' entered data on Accreditation, Tax, Custom, Motor Vehicle, Driver License, Travel and Property functions. This system, having information searchable by the individual Personal Identification Number (PID), Surname, Given Name, country, mission type, license plate or Vehicle Identification Number (VIN), also provides information support to affiliated organizations that have access to it. Results of the search are displayed by application type and date of application to allow the searcher to select the relevant document. Supersedes N1-059-04-3

Disposition: Temporary. Delete/destroy Master data files when no longer needed, but not less than 30 years. For data on individuals, files should be deleted/destroyed no earlier than 100 years from the individual's date of birth. In this context, electronically moving or transferring the Master Data Files to a new recordkeeping system does not constitute deleting and destroying. Deleting/destroying refers to rendering the information as a whole in the Master Data Files as no longer accessible.

DispAuthNo: DAA-0059-2011-0009-0022 **Date Edited:** 9/15/2014

A-10-010-02 Intermediary Records

Description: The Office of Foreign Mission Information System (TOMIS) files which includes adhoc reports used for reference purposes.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/26/2017

A-10-010-03 The Office of Foreign Mission Information System (TOMIS)

Description: System Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event if a system failure or other unintentional loss of data.

Disposition: Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (Supersedes GRS 24, item 4a[1]).

DispAuthNo: GRS 3.2, item 040 **Date Edited:** 5/7/2015

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A-10-010-04 **The Office of Foreign Mission Information System (TOMIS)**

Description: System Documentation:

Includes systems requirements, system design, and user guide.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).

DispAuthNo: GRS 3.1, item 051

Date Edited: 5/7/2015
