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## U.S. Department of State Records Schedule

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### Chapter 26: Protocol Records

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#### Chief of Protocol

##### **A-26-001-01 Program Files**

**Description:** These records relate to the official activities of the Offices of the Chief of Protocol to execute diplomatic engagement and include, but is not limited to, developing and implementing policies and guidance; executing ceremonial and official functions; managing the Blair House; arranging and executing special events and official public events; foreign country agreements; accreditation of ambassadors and other diplomatic and consular officers assigned to missions in Washington; presentation of credentials; establishing diplomatic partnerships; receiving diplomatic gifts on behalf of the White House and Department of State officials; planning, arranging and executing visits of Chiefs of State and Heads of Government; and all future mission programs. This item applies to the Offices of the Chief of Protocol: Ceremonials, Diplomatic Affairs, Diplomatic Partnerships, Visits, Gifts, Management (including Blair House) and their future equivalents.

Records include, but is not limited to, incoming and outgoing correspondence, memoranda, and information memoranda; approvals; notes, including handwritten notes and annotations; email, cables, official informals, diplomatic notes, policy, position and decision papers; talking points; Congressional and Federal Register reports; meeting and briefing materials and notes; agendas, itineraries, and checklists, including annotations; scenarios, final schedules, lists of delegates, guest lists, invitations, including replies to invitations; background papers and material; fundraising documentation, condolence books and condolence letters, biographic data, text of formal remarks, inquiries by foreign governments and other material relating to the acceptability and accreditation of foreign diplomats to the United States; including records documenting meetings, appointments, telephone calls, and trips.

(Note: Records are exclusively electronic)

**Disposition:** Permanent. Cutoff files annually. Retire to the RSC one (1) year after the end of the Presidential administration. Transfer to the National Archives when 25 years old.

**DispAuthNo:** DAA-0059-2017-0004-0001      **Date Edited:** 8/5/2019

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##### **A-26-001-02 Special Protocol Services-Country File (Barred Re-Entry)**

**Description:** Records related to Protocol Special Services documenting the specific problems relating to foreign diplomatic and consular officers and their employees.

**Disposition:** Temporary. Cut off files on the date of approval action. Destroy when 30 years old.

**DispAuthNo:** DAA-0059-2017-0004-0002      **Date Edited:** 8/5/2019

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**A-26-001-03 Foreign Diplomatic Officers - Appointment and Termination File**

**Description:** Records related to the appointment and termination of Foreign diplomatic officers, to include but not limited to, the Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer; Notice of Termination of Diplomatic, Consular, or Foreign Government Employment; Other related documents accredited by the U.S. Government at embassies, missions to the Organization of American States and as principal Resident Representatives at the World Bank and International Monetary Fund and Diplomatic Accreditation Card.

**Disposition:** Temporary: Destroy 30 years after termination of appointment.

**DispAuthNo:** DAA-0059-2017-0004-0003      **Date Edited:** 8/5/2019

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**A-26-001-04 Event Planning and Program Management Files**

**Description:** Records related to carrying out administrative activities and requirements to plan, manage and facilitate events, ceremonials, roundtables, visits, airport screening courtesies; including administrative oversight of the Blair House and other functions that facilitate or support the ability to execute the Office of the Chief of Protocol diplomatic engagements.

These records include, but is not limited to, all incoming and outgoing correspondence, memoranda, and notes, including handwritten notes and annotations; emails, background papers and material, diplomatic notes, gift authorization documents, lists of personnel of diplomatic missions, summaries, manuscript copies, biographic data; card files, research material, venue information; vendor publications; activity reports; requests for tributes of appreciation, requests for permission to accept awards and decorations; personal preference material not related to government business and other records documenting the administrative activities and requirements that facilitate or support the Office of the Chief of Protocol programs.

**Disposition:** Temporary: Destroy when 5 years old or when no longer needed; whichever is later.

**DispAuthNo:** DAA-0059-2017-0004-0004      **Date Edited:** 8/5/2019

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**A-26-001-06 Blair House, Program Files**

**Description:** These records document the official activities related to official events held at the Blair House for a wide variety of diplomatic matters, including state funerals, visits, and meetings. Records may include, but is not limited to, biographies, agendas, itineraries, correspondence all related to the diplomatic visit or event.

**Disposition:** Permanent. Cutoff files annually. Transfer to the National Archives 25 year(s) after cutoff.

**DispAuthNo:** DAA-0059-2017-0004-0005      **Date Edited:** 8/5/2019

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## U.S. Department of State Records Schedule

### Chapter 26: Protocol Records

#### Diplomatic and Consular Liaison

##### A-26-002-01 Policy and Precedent Files

**Description:** Correspondence and other documentation of the policies and procedures governing rights, privileges and immunities of foreign diplomatic and consular officers and their employees; acceptability of diplomatic and other foreign government personnel in U.S.; agreement and presentation of credentials; and specific precedent cases involving unique or particularly difficult cases developed in the execution of these policies and procedures.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-93-34, item 1 **Date Edited:** 4/1/1999

##### A-26-002-02a Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).

**Description:** a. Barred Re-Entry.

**Disposition:** Destroy when 30 years old.

**DispAuthNo:** N1-059-93-34, item 2a **Date Edited:** 4/1/1999

##### A-26-002-02b Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).

**Description:** b. Other.

**Disposition:** Destroy 5 years after case has been resolved; but, not before officer has departed the United States on reassignment.

**DispAuthNo:** N1-059-93-34, item 2b **Date Edited:** 4/1/1999

##### A-26-002-03 Intermediary Records

**Description:** TOMIS source documents that may include Notification of Appointment, Notification of Change, Notification of Termination, and other source documents. Note: master data is covered by TOMIS item under the OFM schedule.

**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

## U.S. Department of State Records Schedule

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<b>A-26-002-04</b>	<b>Foreign Diplomatic Officers - Appointment and Termination File</b>
<b>Description:</b>	DSP Form 110, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer, DSP115, Notice of Termination of Diplomatic, Consular, or Foreign Government Employment, and other related documents concerning the appointment and termination of Foreign Diplomatic Officers accredited by the U.S. Government at embassies, missions to the Organization of American States and as principal Resident Representatives at the World Bank and International Monetary Fund.
<b>Disposition:</b>	Temporary. Transfer terminated files to RSC when 5 years old. Destroy 30 years after termination of appointment. (Supersedes NN-172-6, item 4 and 14; see also A-26-002-03, if files were entered into TOMIS)
<b>DispAuthNo:</b>	N1-059-93-34, item 4
	<b>Date Edited:</b> 8/19/2013
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<b>A-26-002-07</b>	<b>Personnel List</b>
<b>Description:</b>	Lists of personnel of diplomatic missions.
<b>Disposition:</b>	Destroy when 1 year old or after purpose has been served, whichever occurs first.
<b>DispAuthNo:</b>	NC-059-76-01, item 1
	<b>Date Edited:</b> 4/1/1999
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<b>A-26-002-08</b>	<b>Non Diplomatic Embassy Personnel-Card File</b>
<b>Description:</b>	Summary of DS-394 information arranged by name of employee in active and terminated categories.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-059-76-09, item 1
	<b>Date Edited:</b> 2/17/2012
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<b>A-26-002-09</b>	<b>Manuscript copy of White List-Employees of Diplomatic Missions</b>
<b>Description:</b>	Manuscript copy of White List-Employees of Diplomatic Missions.
<b>Disposition:</b>	Destroy when purpose has been served.
<b>DispAuthNo:</b>	NN-172-006, item 7
	<b>Date Edited:</b> 4/1/1999
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<b>A-26-002-10</b>	<b>Agreement Country File</b>
<b>Description:</b>	Arranged by name of country. Diplomatic notes, briefing memorandums, information memorandums, biographic data, approvals, telegrams, texts of formal remarks, inquiries by foreign governments and other material relating to the acceptability and accreditation of foreign diplomats to the United States.
<b>Disposition:</b>	Permanent. Cut off when no longer needed. Retire to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-95-07, item 1
	<b>Date Edited:</b> 2/17/2012

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<b>A-26-002-11</b>	<b>Reserved for future use</b>
<b>Description:</b>	
<b>Disposition:</b>	
<b>DispAuthNo:</b>	Reserved <b>Date Edited:</b> 4/1/1999
<b>A-26-002-12</b>	<b>Biographic Data on Ambassadors</b>
<b>Description:</b>	Biographic Data on Ambassadors.
<b>Disposition:</b>	Destroy when purpose has been served.
<b>DispAuthNo:</b>	NN-172-006, item 10 <b>Date Edited:</b> 4/1/1999
<b>A-26-002-13</b>	<b>Diplomatic Accreditation Card File</b>
<b>Description:</b>	Indicates name, country, spouse name, date of appointment and title.
<b>Disposition:</b>	Associate with notification of appointment for Foreign Diplomatic Officers. Destroy 30 years after termination of appointment.
<b>DispAuthNo:</b>	N1-059-93-34, item 5 <b>Date Edited:</b> 4/1/1999
<b>A-26-002-14</b>	<b>International Organization Card File (DS-656)</b>
<b>Description:</b>	International Organization Card File (DS-656).
<b>Disposition:</b>	Destroy 5 years after termination.
<b>DispAuthNo:</b>	NN-172-006, item 15 <b>Date Edited:</b> 4/1/1999
<b>A-26-002-15</b>	<b>International Organization Correspondence Files</b>
<b>Description:</b>	Consist of correspondence, reports and lists concerning new appointments, changes in status, terminations, etc.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NN-172-006, item 16 <b>Date Edited:</b> 4/1/1999
<b>A-26-002-16a</b>	<b>Diplomatic List Records</b>
<b>Description:</b>	a. Manuscript copy of Diplomatic List.
<b>Disposition:</b>	Destroy when of no further reference value.
<b>DispAuthNo:</b>	NN-172-006, item 17a <b>Date Edited:</b> 4/1/1999

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<b>A-26-002-16b</b>	<b>Diplomatic List Records</b>
<b>Description:</b>	b. Country files consisting of notes exchanged with foreign embassies concerning recognition, change in status, permission to work, etc.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NN-172-006, item 17b
	<b>Date Edited:</b> 4/1/1999

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<b>A-26-002-16c</b>	<b>Diplomatic List Records</b>
<b>Description:</b>	c. Bound volumes of Diplomatic List.
<b>Disposition:</b>	Retain 1 copy.
<b>DispAuthNo:</b>	NN-172-006, item 17c
	<b>Date Edited:</b> 4/1/1999

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<b>A-26-002-17</b>	<b>Reserved for future use</b>
<b>Description:</b>	
<b>Disposition:</b>	
<b>DispAuthNo:</b>	Reserved
	<b>Date Edited:</b> 4/1/1999

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<b>A-26-002-18</b>	<b>Protection of Foreign Dignitaries and other Official Personnel</b>
<b>Description:</b>	Consists of all correspondence pertaining to the notification of foreign officials visiting the United States and designations of official guests.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-059-77-22, item 1
	<b>Date Edited:</b> 4/1/1999

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## U.S. Department of State Records Schedule

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#### Assistant Chief for Visits

**A-26-003-01a**                      **Foreign Dignitaries Visit Files**

**Description:**            Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States.

                                 a. Official File.

**Disposition:**            Permanent. Block annually. Transfer to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-98-04, item 1a                                      **Date Edited:**            4/1/1999

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**A-26-003-04a(1)**                      **Travel Files**

**Description:**            a. Presidential Visits

                                 Documents reflect gifts given on official visits of foreign heads of state to Washington on behalf of the President.

                                 (1) Official File.

**Disposition:**            Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-98-04, item 4a(1)                                      **Date Edited:**            4/1/1999

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**A-26-003-04b(1)**                      **Travel Files**

**Description:**            b. Presidential and other High-Level Official Travel

                                 Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation.

                                 (1) Official File.

**Disposition:**            Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-98-04, item 4b(1)                                      **Date Edited:**            4/1/1999

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**A-26-003-08**                      **Vendor Files**

**Description:**            Publications maintained by company and type of item for the purchase of gifts.

**Disposition:**            Destroy when no longer needed.

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

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**A-26-003-11a**                      **Delegation Files**

**Description:** Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence.

a. Official File

**Disposition:** Permanent. Block annually. Transfer to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 11a

**Date Edited:** 4/1/1999

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**A-26-003-12a**                      **Credential Files**

**Description:** Documents reflect the presentation of credentials of foreign ambassadors to the President. Included are country background notes, biographic sketches, presidential replies to remarks of newly appointed ambassadors, credentials for accrediting ambassadors and related correspondence.

a. Official File.

**Disposition:** Permanent. Transfer to the RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 12a

**Date Edited:** 4/1/1999

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### Chapter 26: Protocol Records

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#### Assistant Chief for Ceremonials

**A-26-004-01a**                      **Official and State Functions Files.**

**Description:** Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

a. Official Files.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 13a                      **Date Edited:** 4/1/1999

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**A-26-004-02**                      **Chief of Protocol Condolence Files**

**Description:** Condolence books opened by Foreign Service Posts; condolence books submitted to Posts by churches, companies, host government, and local governments; condolence letters received from host government officials and ministries; received from the public on the death of prominent individuals or after catastrophic events.

**Disposition:** PERMANENT: Transfer to the National Archives when operational use is no longer required or within one year of event, whichever is sooner.

**DispAuthNo:** N1-059-03-03, item 1                      **Date Edited:** 12/17/2002

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**A-26-004-03a**                      **Intermediary Records**

**Description:**            The CONTACTS Database is operated and maintained in-house. It is used by members of the Ceremonials Staff, Office of the Chief of Protocol, to manage guest lists. These lists contain biographic information including names, addresses, SSN, titles, and other information about individual invitees and guests. The information is used to identify invitees, special needs of invitees, produce invitations, guest lists, address labels, and to record responses for events hosted by the President of the United States, the Secretary of State and, and other high ranking Department officials. Privacy Act System of Records, State 33, Protocol Records, applies. Files cover the period 1998 to present. Records include:

hard copy and electronic input documents or forms designed and used solely to create update or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in NARA-approved agency records schedule. Also includes adhoc reports output for reference purposes or to meet day-to-day business needs.

**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:**            9/28/2017

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**A-26-004-03b**                      **CONTACTS Database- Master and/or Data Files**

**Description:**            Master file is an SQL database consisting of a series of 29 tables used to standardize common and repeated values. Access to the tables is limited. The tables contain data elements related to such things as persons in the database, events related data, the participants in the events, invitations received or extended, appointments, seating, and person-to-person contacts. Rich Text Files (RTF) generated by the database program which can then create a file that can be treated and manipulated like a normal word document. Data is arranged chronologically by calendar year and by event withm a given calendar year.

**Disposition:**            TEMPORARY. Retain until no longer needed for reference or other office use and then delete.

**DispAuthNo:**            N1-059-09-45, item 1b                      **Date Edited:**            1/27/2010

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<b>A-26-004-03e</b>	<b>CONTACTS Database- System Documentation</b>
<b>Description:</b>	CONTACT Application User Manual, data and fi specifications, code books, record layouts, output specifications, and any reports relating to the database master file.
<b>Disposition:</b>	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]).
<b>DispAuthNo:</b>	GRS 3.1, item 051
<b>Date Edited:</b>	5/21/2015

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<b>A-26-004-03f</b>	<b>Non-recordkeeping Copies of Electronic Records</b>
<b>Description:</b>	CONTACTS Database non-recordkeeping copies of electronic records such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
<b>Disposition:</b>	Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)
<b>DispAuthNo:</b>	DAA-GRS-2016-0016-0002 (G
<b>Date Edited:</b>	9/28/2017

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## U.S. Department of State Records Schedule

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### Chapter 26: Protocol Records

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#### Assistant Chief for Administration

**A-26-005-01a**                      **Federal Holiday Files**

**Description:** Diplomatic notes sent to embassies announcing U.S. Government closings.

a. Official File.

**Disposition:** TEMPORARY. Block annually. Destroy when no longer needed for current operations or when 2 years old, whichever is later.

**DispAuthNo:** N1-059-98-04, item 14a

**Date Edited:** 4/1/1999

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**A-26-005-01b**                      **Federal Holiday Files**

**Description:** Diplomatic notes sent to embassies announcing U.S. Government closings.

b. Electronic version of records created on electronic mail and word processing applications.

**Disposition:** TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-98-04, item 14b

**Date Edited:** 4/1/1999

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**A-26-005-02a(1)**                      **Tribute of Appreciation Files**

**Description:** a. General Policy and Procedure Files

Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities

(1) Official File.

**Disposition:** Permanent. Retire to the RSC for transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 15a(1)

**Date Edited:** 4/1/1999

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**A-26-005-02b(1)**

**Tribute of Appreciation Files**

**Description:** b. Requests for Tributes of Appreciation

Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs.

(1) Official File.

**Disposition:** TEMPORARY. Block annually. Destroy when 5 years old.

**DispAuthNo:** N1-059-98-04, item 15b(1)

**Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 26: Protocol Records

#### Protocol Gift Unit

**A-26-006-01      Gifts and Decorations General Policy Files**

**Description:** Documents reflect the laws and regulations governing the acceptance of gifts and decorations e.g., the Gifts and Decorations Act.

**Disposition:** Permanent. Transfer to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 2      **Date Edited:** 4/1/1999

**A-26-006-02a      Gifts Received Over Minimum Value**

**Description:** Documents reflect gifts received by U.S. State Personnel and requests to accept gifts on behalf of the U.S. for official use over minimum value.

a. Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 4 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 3a      **Date Edited:** 4/1/1999

**A-26-006-03a      Decorations and Awards Files**

**Description:** Documents reflect the request for permission to accept awards and decorations, and the Department's response.

a. Official File.

**Disposition:** Block annually. Destroy when 3 years old.

**DispAuthNo:** N1-059-98-04, item 5a      **Date Edited:** 4/1/1999

**A-26-006-04a      Annual Report to Congress**

**Description:** Documents reflect all gifts given to foreign officials over minimum value.

a. Official File.

**Disposition:** Permanent. Transfer to the RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 6a      **Date Edited:** 4/1/1999

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**A-26-006-05a**      **Federal Register Reports**

**Description:** Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.

a. Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-98-04, item 7a      **Date Edited:** 4/1/1999

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**A-26-006-06**      **Historical Gifts Files**

**Description:** Automated inventory and purchasing of gifts (Duplicate Gift List). Data maintained by country, item, trip and visit. This information duplicates records maintained in the official files.

**Disposition:** Destroy 3 years after database is superseded.

**DispAuthNo:** N1-059-98-04, item 9      **Date Edited:** 4/1/1999

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**A-26-006-07**      **Gift Authorization Forms**

**Description:** Original copies authorizing the purchase of items to give as gifts by the President, Vice President or Secretary of State.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-059-98-04, item 10      **Date Edited:** 4/1/1999

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#### Diplomatic Partnership Division

**A-26-007-01 Cultural Event Program Files**

**Description:** Records related to the program functions and responsibilities of the Diplomatic Partnership Division to plan and carry out Cultural Exchange Events, Roundtables, receptions and other special events on behalf of the Chief of Protocol. Files include, but are not limited to correspondence, briefing materials, scenarios, final schedules, guest lists, invitations, replies to invitations, budgets, talking points, remarks, fundraising, and other documentation on the responsibilities and activities of the Office of the Chief of Protocol.

**Disposition:** Permanent. Cutoff files annually. Retire to RSC when 5 years old or when no longer needed for business use. Transfer to the National Archives when 25 years old.

**DispAuthNo:** DAA-0059-2014-0008-0001      **Date Edited:** 11/25/2014

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**A-26-007-02 Cultural Event Working Files**

**Description:** Working files, correspondence, research material and other documentation related to carrying out of the administrative and program requirements.

**Disposition:** Temporary. Cutoff files at the end of fiscal year the event occurred. Destroy 5 years after cutoff.

**DispAuthNo:** DAA-0059-2014-0008-0002      **Date Edited:** 11/25/2014

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