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Chapter 08: Security

General

B-08-001-01a **Regional Security Program Files**

Description: a. Monthly Status and other reports.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-120, item 1

Date Edited: 4/1/1999

B-08-001-01b **Regional Security Program Files**

Description: b. Policy and Procedures. Files pertaining to the development and implementation of policies and procedures for the conduct of security functions at overseas posts. Procedures issued by the Department. Procedures prepared and/or issued by post or Regional Security Officer.

Disposition: Destroy when obsolete or revised by a new directive or regulation.

DispAuthNo: NN-169-120, item 2

Date Edited: 4/1/1999

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Investigations

B-08-002-01a(1) **Local Personnel Investigative Files**

Description: This covers both Department of State Non-American employees and other U.S. Government agency Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(1) Post Security Office copy.

Disposition: Destroy one year after termination of employment

DispAuthNo: NC1-084-82-04,item 1a(1)

Date Edited: 4/1/1999

B-08-002-01a(2) **Local Personnel Investigative Files**

Description: This covers both Department of State Non-American employees and other U.S. Government agency Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(2) Regional Security Office copy.

Disposition: Destroy three years after termination of employment.

DispAuthNo: NC1-084-82-04, item 1a(2)

Date Edited: 4/1/1999

B-08-002-01b(1) **Local Personnel Investigative Files**

Description: b. Locals who were refused certification for employment on the basis of information of record.

(1) Post Security Office copy.

Disposition: Note card and destroy.

DispAuthNo: NC1-084-82-04, item 1b(1)

Date Edited: 4/1/1999

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B-08-002-01b(2)	Local Personnel Investigative Files
Description:	b. Locals who were refused certification for employment on the basis of information of record. (2) Regional Security Office copy.
Disposition:	Note card and destroy.
DispAuthNo:	NC1-084-82-04, item 1b(2) Date Edited: 4/1/1999

B-08-002-01c(1)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (1) Post Security Office copy.
Disposition:	Note card and forward to Regional Security Office after case is closed.
DispAuthNo:	NC1-084-82-04, item 1c(1) Date Edited: 4/1/1999

B-08-002-01c(2)(a)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (2) Regional Security Office copy. (a) File containing derogatory information.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-084-82-04, item 1c(2)(a) Date Edited: 4/1/1999

B-08-002-01c(2)(b)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (2) Regional Security Office copy. (b) File containing NO derogatory information.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-82-04, item 1c(2)(b) Date Edited: 4/1/1999

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B-08-002-01d(1)	Local Personnel Investigative Files
Description:	d. Locals and local applicants who were terminated for cause. (1) Post Security Office copy.
Disposition:	Forward to Regional Security Office.
DispAuthNo:	NC1-084-82-04, item 1d(1) Date Edited: 4/1/1999

B-08-002-01d(2)	Local Personnel Investigative Files
Description:	d. Locals and local applicants who were terminated for cause. (2) Regional Security Office copy.
Disposition:	Destroy 5 years after termination, except for certain reporting required by security regulations
DispAuthNo:	NC1-084-82-04, item 1d(2) Date Edited: 4/1/1999

B-08-002-02a	American Personnel Investigative Files
Description:	Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department. a. Post Security Office files.
Disposition:	Destroy 6 months after reporting case to Regional Security Office.
DispAuthNo:	NN-169-120, item 4a Date Edited: 4/1/1999

B-08-002-02b	American Personnel Investigative Files
Description:	Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department. b. Regional Security Office files.
Disposition:	Destroy 1 year after case is closed.
DispAuthNo:	NN-169-120, item 4b Date Edited: 4/1/1999

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B-08-002-03a **Security Case Files**

Description: Security investigative files involving attempted penetration, fraud, loss of diplomatic pouches, and other cases not pertaining to investigations of individuals who are or may be employed by the Department or other Federal agencies. The record copies of these cases are retained by the Office of Security.

Disposition: Card and destroy 1 year after case is closed.

DispAuthNo: N1-084-93-12, item 1a

Date Edited: 8/29/2013

B-08-002-03b **Security Case Files**

Description: Case files involving terrorist groups, unsolved or significant murders, or special events. Contains information from newspaper clippings, reports, correspondence with local authorities, cables, etc.

Disposition: Permanent. Retire to RSC one year after case has been closed or designated inactive. Transfer to WRNC when 5 years old. Transfer to NARA when 30 years old.

DispAuthNo: N1-084-93-12, item 1b

Date Edited: 8/29/2013

B-08-002-04 **Security Investigation Case Files - Foreign Nationals, escapees, exchanges, refugees, and visa applicants**

Description: Security investigation case files conducted for the Department, other posts, and other agencies. Correspondence, reports, and other documentation on security investigations conducted at the request of the Department, other posts, or other agencies in order to determine eligibility of escapes, refugees, and other foreign nationals for assistance, employment, exchange programs, or visas covering: criminal investigations, law enforcement agencies, offenses, visa fraud, and other related subjects.

Disposition: Cut off when case is closed and reported to the Department, requesting post, or other agency. Destroy case 1 year after cut off date.

DispAuthNo: NN-164-044, item 1

Date Edited: 4/1/1999

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B-08-002-05a

Security Investigation Card Files

Description:

a. Post Security Office - Card files on security investigations conducted at post. Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition:

Destroy 2 years after transfer to the inactive file.

DispAuthNo:

NC1-084-82-04, item 2a

Date Edited: 4/1/1999

B-08-002-05b

Security Investigation Card Files

Description:

Regional Security Office - Card files on security investigations conducted at post. Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition:

Destroy 20 years after transfer to the inactive file.

DispAuthNo:

NC1-084-82-04, item 2

Date Edited: 4/1/1999

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Document Security

B-08-003-01a **Classified Material Receipt - OF-112**

Description: a. Part I.

Disposition: Destroy upon return of signed Part IV.

DispAuthNo: II-NNA-2409, item 2

Date Edited: 4/1/1999

B-08-003-01b **Classified Material Receipt - OF-112**

Description: b. Part II.

Disposition: Destroy upon receipt.

DispAuthNo: II-NNA-2409, item 2

Date Edited: 4/1/1999

B-08-003-01c **Classified Material Receipt - OF-112**

Description: c. Part III (Messenger Service copy).

Disposition: Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 2)

DispAuthNo: GRS 4.2, Item 030

Date Edited: 3/9/2017

B-08-003-01d **Classified Material Receipt - OF-112**

Description: d. Part IV (copy retained by addressee).

Disposition: Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 2)

DispAuthNo: GRS 4.2, Item 030

Date Edited: 3/9/2017

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B-08-003-02	Register or Logs for Recording the Receipt, Distribution, and Disposition of Classified Material
Description:	Consists of forms approved by Diplomatic Security, such as Form JF-60, Register Distribution of Classified Material.
Disposition:	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 4)
DispAuthNo:	GRS 4.2, Item 030
	Date Edited: 3/9/2017

B-08-003-03	Diplomatic Pouch Mail Registrations - OF-120
Description:	
Disposition:	Destroy when 1 year old.
DispAuthNo:	II-NNA-2409, item 4
	Date Edited: 4/1/1999

B-08-003-04	Receipt Manifest - DS-794
Description:	Includes other approved type of receipts covering transmission of classified material between Department and its overseas posts.
Disposition:	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.
DispAuthNo:	GRS 4.2, Item 030
	Date Edited: 12/5/2016

B-08-003-05a	Top Secret Accounting and Control Files
Description:	Top Secret Document Inventory Record (OF-123) and other registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or distribution of the documents.
Disposition:	Temporary. Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use. (Supersedes GRS 18, item 5a)
DispAuthNo:	GRS 4.2, Item 040
	Date Edited: 3/9/2017

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B-08-003-05b	Top Secret Accounting and Control Files
Description:	Top Secret Cover Sheet SF-703.
Disposition:	Temporary. Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use. (Supersedes GRS 18, item 5a)
DispAuthNo:	GRS 4.2, Item 040
	Date Edited: 3/9/2017

B-08-003-06	Classified Cover Sheet - OF-124
Description:	Cover sheets used for classified or controlled files.
Disposition:	Destroy when no longer required to be attached to classified document to indicate the security classification.
DispAuthNo:	II-NNA-2409, item 8
	Date Edited: 4/1/1999

B-08-003-07	Register of Destruction of Classified Documents
Description:	Includes Form JF-58, Register Distribution of Classified or Administratively Controlled Material, and other records of destruction.
Disposition:	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 3)
DispAuthNo:	GRS 4.2, Item 030
	Date Edited: 3/9/2017

B-08-003-08a	Downgrading and Declassification Records
Description:	Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document. a. Original (attached record copy of document approved for downgrading or declassification).
Disposition:	Retain for same period of time specified for the document.
DispAuthNo:	II-NNA-2409, item 19
	Date Edited: 4/1/1999

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B-08-003-08b **Downgrading and Declassification Records**

Description: Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document.

b. All other copies.

Disposition: Destroy 1 year after document has been properly annotated, i.e., identification of authorizing document, date of change, and initials of persons making change.

DispAuthNo: II-NNA-2409, item 19

Date Edited: 4/1/1999

B-08-003-09a **Record of Material Removed for Overnight Custody - OF-119**

Description: Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal.

a. Original, maintained by Security Office.

Disposition: Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use. (Supersedes GRS 18, item 4)

DispAuthNo: GRS 4.2, Item 030

Date Edited: 3/9/2017

B-08-003-09b **Record of Material Removed for Overnight Custody - OF-119**

Description: Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal.

b. All other copies.

Disposition: Destroy when material is returned to official custody.

DispAuthNo: II-NNA-2409, item 14

Date Edited: 4/1/1999

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Physical Security

B-08-004-01 Security Surveys and Inspections

Description: Consists of reports, together with photographs, floor plans and other related materials pertaining to surveys and inspections of the security aspects of buildings and grounds, control procedures, personnel, equipment and other facilities at overseas posts. The record copies of these reports with attachments are maintained by the Office of Security.

Disposition: Destroy when report has become completely obsolete by the submission of a more current report, or the occupancy of the premises surveyed has been terminated.

DispAuthNo: II-NNA-2840, item 4

Date Edited: 6/26/2012

B-08-004-02 Record of Safe Combinations

Description: Shows room location, combination, and names of persons knowing combination, including SF-702, Security Container Check Sheet.

Disposition: Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 7a)

DispAuthNo: GRS 4.2, Item 031

Date Edited: 3/9/2017

B-08-004-03 Room Check Sheet - SF-702, Security Container Checklist

Description: Lists of names of persons responsible for checking at close of working day to see that all physical security requirements are met.

Disposition: Destroy after 30 days.

DispAuthNo: II-NNA-2409, item 13

Date Edited: 4/1/1999

B-08-004-04 Entry and Departure Registers

Description: Shows time of entry and departure from post buildings and the issuance of keys, together with any related reports.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NNA-3, item 67

Date Edited: 4/1/1999

B-08-004-05 Notice of Security Violation, OF-117

Description: Consists of reports prepared by building or Marine guards on security violations and indicating the location, nature of violations and actions taken by the guard.

Disposition: Destroy when OF-118, Record of Violation is prepared.

DispAuthNo: II-NNA-2409, item 17

Date Edited: 4/1/1999

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B-08-004-06 **Record of Violation, OF-118**

Description: Consists of information concerning the violation as reported on OF-117, Notice of Security Violation, a statement by the person responsible for the violation, and information concerning previous violations with any pertinent remarks by the unit or post security officer. The original and one copy of this report is forwarded to the Department Office of Security.

Disposition: Destroy when employee leaves post.

DispAuthNo: II-NNA-2409, item 18

Date Edited: 4/1/1999

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Building Security

B-08-005-01 Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

a. For Existing Office Building (EOB) construction projects.

Disposition: Destroy 3 years after completion of project and project technical security inspection by Security Engineering Officer.

DispAuthNo: N1-084-93-10, item 1a

Date Edited: 4/1/1999

B-08-005-01a Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. For New Office Building (NOB) projects.

Disposition: Upon project completion, the Site Security Manager to forward documents to OBO domestic office.

NOTE: This is phase 1 of a 2 phase retirement process. See domestic schedule A-08-022-17b (N1-059-08-01, item 17b) for final disposition.

DispAuthNo: N1-084-93-10, item 1b

Date Edited: 4/1/1999

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B-08-005-02 Architectural Drawings - Security Upgrade

Description: Duplicate copy of architectural drawings generated under the Turnkey Program identifying security upgrades of electrical, plumbing, structural and any other security improvements for U.S. occupied buildings.

Note: Master set is retired to WNRC when one year old.

Disposition: Destroy duplicate copies when 5 years old or no longer needed.

DispAuthNo: N1-084-92-03, item 1

Date Edited: 4/1/1999

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Diplomatic Courier Service

B-08-006-01 Diplomatic Courier Post Program Files

Description: Consists of files maintained by regional and hub courier posts dealing with non-operational issues. Includes funding and fiscal/activity reports; trip reports; policies, procedures and guidelines; supplies; projects; arrangements for courier services; and other areas related to program management. File by subject.

Disposition: Temporary. Cut off file at end of calendar year. Destroy when 2 years old or no longer needed.

DispAuthNo: N1-084-10-01, item 1

Date Edited: 9/15/2011

B-08-006-02a Diplomatic Mail and Pouch Operations Files

Description: a. Agreements

Files maintained by regional and hub courier offices consisting of copies of agreements with other U.S. government agencies or other customers for the provision of courier services abroad.

Disposition: Temporary. Cut off at termination of agreement. Destroy 2 years after agreement is terminated.

DispAuthNo: N1-084-10-01, item 2a

Date Edited: 9/15/2011

B-08-006-02b Diplomatic Mail and Pouch Operations Files

Description: b. Subject files

Files maintained by regional and hub courier offices consisting of telegrams, correspondence, and other documentation related to specific courier missions/channels. Includes airline routes and schedules, mail and pouch operations, customs, costs, guidelines, liaison, mail, military postal services, policies, supplies, transportation, pouch authorized customers, prohibited items, deliveries, receipts, tracking actions, transfers, statistics, and other related material.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old. Supersedes NARA Job II-NNA-3, item 17.

DispAuthNo: N1-084-10-01, item 2b

Date Edited: 9/15/2011

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B-08-006-03 Mission Related Courier Schedules and Itineraries

Description: Consists of files maintained by regional and hub offices and filed by mission/route. The files include courier post schedules, mission briefing sheets, courier itineraries, and related information.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 5 years old or sooner if no longer needed. Supersedes NARA Job No. NNA-3, item 14.

DispAuthNo: N1-084-10-01, item 3

Date Edited: 9/15/2011

B-08-006-04 Courier Checklists

Description: Consists of copies of checklists used by couriers to prepare for courier trips.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 1 year old. Supersedes NARA Job No. NNA-3, item 15.

DispAuthNo: N1-084-10-01, item 4

Date Edited: 9/15/2011

B-08-006-05 Official Courier Letters

Description: Consists of copies of official letters of appointment signed by the Secretary of State. Includes supporting documentation. Couriers are required to return their letter of appointment upon termination of their employment as a courier. Filed by name of courier. (Covered by SORN State-36.)

Disposition: Temporary. Place in inactive file upon termination of employment as a courier. Destroy 1 year after termination of employment as a courier. Supersedes NARA Job No. NNA-3, item 16.

DispAuthNo: N1-084-10-01, item 5

Date Edited: 9/15/2011

B-08-006-06 Diplomatic Courier Trip Reports

Description: Consists of copies of completed Diplomatic Courier Trip Reports (Form FS-400) and pouch registration and receipt forms (DS-7600). When applicable, also includes copies of Proxy Inventory for Courier-Accompanied Pouches (DS-1878). Filed by mission.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old. Supersedes NARA Job No. II-NNA-3, item 8.

DispAuthNo: N1-084-10-01, item 6

Date Edited: 9/15/2011

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B-08-006-07 Official Courier Accompanied Pouch Charges

Description: Consists of copies of form FS-452, Official Courier Accompanied Pouch Charges, and related documentation covering airline regulations, excess baggage charges, payments, shipping receipts, and other items related to charges incurred for pouch transport. Filed by mission.

Disposition: Temporary. Cut off upon completion of courier trip. Destroy 3 years after completion of courier trip, or when no longer needed.

DispAuthNo: N1-084-10-01, item 7

Date Edited: 9/15/2011

B-08-006-08 Pouch Invoices

Description: Consists of copies of Form DS-3082, Pouch Invoice. Form lists items that have been placed in the individual pouch. Filed by mission.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old. Supersedes NARA Job No. II-NNA-3, item 10.

DispAuthNo: N1-084-10-01, item 8

Date Edited: 9/15/2011

B-08-006-09 Missing Pouch Files

Description: Consists of case files on "out of control" pouches. These are pouches that may have been compromised for some reason during transport. Department procedures outline a notification process that precedes an investigation. Files include courier statements, copies of notifications telegrams, and other supporting documentation. Investigative file is maintained by the Regional Security Office.

Disposition: Temporary. Cut off at end of calendar year. Destroy 5 years after date of last action.

DispAuthNo: N1-084-10-01, item 9

Date Edited: 9/15/2011

B-08-006-10a Diplomatic Courier Passport and Visa Files

Description: a. Government Employees

Consists of individual files on each courier that include the courier's diplomatic passport when not in use, and documentation on acquisition of the passport and diplomatic visas required for courier assignments. Filed by courier name. Covered by SORN STATE-36.

Disposition: Temporary. Cut off upon termination of employment as a courier. Destroy 1 year after termination of employment as a courier.

DispAuthNo: N1-084-10-01, item 10a

Date Edited: 9/15/2011

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B-08-006-10b **Diplomatic Courier Passport and Visa Files**

Description: b. Contract Employees

Consists of documentation and information concerning When-Actually-Employed (WAE) contract couriers, including copies of contracts (original is maintained in the official contract file), appointment letters, and all travel-related items, including diplomatic passport, when not in use, copies Government Travel Requests, vouchers, receipts, etc., and correspondence related to assignments, acquisition of visas for courier trips, etc. Filed by courier name. Covered by SORN STATE-36.

Disposition: Temporary. Cut off when courier contract is terminated. Destroy 1 year after contract is terminated.

DispAuthNo: N1-084-10-01, item 10b

Date Edited: 9/15/2011

B-08-006-11 **Authorization Request for Business Class Air Travel**

Description: Consists of copies of requests, authorizations, orders, obligating documents, related papers, and copies of Form DS-4087, Authorization Request for Business Class Air Travel. Filed chronologically.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 7 years old.

DispAuthNo: N1-084-10-01, item 11

Date Edited: 9/15/2011

B-08-006-12a **Routine Program Travel Files**

Description: a. Travel Program Files

Consists of communications regarding travel arrangements for individual missions/routes, including arrivals, visits and departures of travelers; information on travel orders, hotel accommodations, conference details, assignment of space; correspondence with transportation companies and hotels regarding travel and accommodations for official travelers; and card indexes to the travel correspondence file. Files are maintained by post personnel who arrange travel for couriers, and are used for reference purposes only.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 1 year old or when no longer needed for reference purposes.

DispAuthNo: N1-084-10-01, item 12a

Date Edited: 9/15/2011

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B-08-006-12b **Routine Program Travel Files**

Description: b. Temporary Duty (TDY) Official Travel Authorization Files

Consists of reference copies of travel requests, authorizations, orders, obligating documents and related forms such as the JF-144, Temporary Duty (TDY) Official Travel Authorization forms and supporting documents. Filed by mission.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 1 year old or when no longer needed for reference purposes.

DispAuthNo: N1-084-10-01, item 12b

Date Edited: 9/15/2011

B-08-006-12c **Routine Program Travel Files**

Description: c. Transportation Request Files

Consists of reference copies of Transportation Request forms (SF-1169) and supporting documents. Filed by courier mission. Official copies are kept by the General Services Office.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 1 year old or when no longer needed for reference purposes.

DispAuthNo: N1-084-10-01, item 12c

Date Edited: 9/15/2011

B-08-006-13 **Special Mission Support Files**

Description: Consists of reference copies of official forms, travel orders, vouchers, registers, correspondence and other documentation concerning courier support and services furnished to customers on a reimbursable basis that are used for budget and program management purposes. Originals are maintained in official financial files.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old or when no longer needed for reference purposes.

DispAuthNo: N1-084-10-01, item 13

Date Edited: 9/15/2011

B-08-006-14 **Vendor Contract Files**

Description: Consists of reference copies of contracts for performance of various services related to the diplomatic courier program at a location, such as escorts, trucking, equipment and supplies. Contracts may be for one-time or regular services, and are filed by vendor name. Originals are maintained by the Contracting Office.

Disposition: Temporary. Cut off when contract is terminated. Destroy 1 year after termination of contract.

DispAuthNo: N1-084-10-01, item 14

Date Edited: 9/15/2011

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B-08-006-15 Security Forms for File Cabinets and Vaults

Description: Consists of forms such as Security Container Information (SF-700) and Security Container Check Sheet (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 vaults, controlled access areas and facilities. Filed by form type.

Disposition: Temporary. Destroy one year after last date entered on sheet/form.

DispAuthNo: N1-084-10-01, item 15

Date Edited: 9/15/2011

B-08-006-16 Construction Files

Description: Consists of construction evaluation and review files arranged by post or geographic area. Files include copies of small construction drawings, telegrams, requests for review, comments, post-specific information and other material related to new construction or improvements in support of courier operations, e.g., vaults or loading docks. Master files on construction contracts are maintained by the General Services Office.

Disposition: Temporary. Destroy when no longer needed for reference purposes.

DispAuthNo: N1-084-10-01, item 16

Date Edited: 9/15/2011

B-08-006-17 Equipment Management Files

Description: Consists of copies of orders, receipts, documentation on maintenance, inspection and related activities for operational and post support equipment, e.g., forklifts, lift trucks, and rollers. Original files are maintained by the post General Services Office

Disposition: Temporary. Cut off when equipment has been disposed of. Destroy 3 years after disposal of equipment.

DispAuthNo: N1-084-10-01, item 17

Date Edited: 9/15/2011

B-08-006-18 Copies of Requisitions for Pouch Supplies

Description: Consists of copies of requisitions pertaining to the supply and maintenance of diplomatic courier pouches, seals, and ancillary supplies. Original files are maintained by the post General Services Office.

Disposition: Temporary. Destroy one year after equipment is purchased or when no longer needed for reference purposes. Supersedes NARA Job No. II-NNA-3, item 19.

DispAuthNo: N1-084-10-01, item 18

Date Edited: 9/15/2011

U.S. Department of State Records Schedule

Chapter 08: Security

B-08-006-19a **Vehicle Files - U.S. Government Owned**

Description: a. Vehicle Registration Files

Consists of copies of records pertaining to the registration of U.S. Government-owned vehicles purchased for the courier program, and correspondence with the Foreign Office, prefecture of police or automobile organization. These files are maintained for program management purposes. Originals of these records are maintained by the General Services Office.

Disposition: Temporary. Cut off when vehicle is disposed of. Destroy 3 years after the vehicle is disposed of.

DispAuthNo: N1-084-10-01, item 19a

Date Edited: 9/15/2011

B-08-006-19b **Vehicle Files - U.S. Government Owned**

Description: b. Vehicle Acquisition and Disposition Files

Consists of copies of documents related to the purchase and disposal of vehicles for the courier program. Includes bids, sales agreements, certificates of award, etc. These files are maintained for program management purposes. Originals of these records are maintained by the General Services Office.

Disposition: Temporary. Cut off when vehicle is disposed of. Destroy 3 years after disposal of vehicle.

DispAuthNo: N1-084-10-01, item 19b

Date Edited: 9/15/2011

B-08-006-19c **Vehicle Files - U.S. Government Owned**

Description: c. Vehicle Inventory Report

Consists of spreadsheet showing inventory of current courier post vehicle fleet.

Disposition: Temporary. Delete when updating is completed or no longer needed.

DispAuthNo: N1-084-10-01, item 19c

Date Edited: 9/15/2011
