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## U.S. Department of State Records Schedule

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### Chapter 03: Records Common to Most Organizational Areas

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#### Diplomatic Pouch and Mail

<b>A-03-003-01a</b>	<b>Mail Registration and Receipts</b>		
<b>Description:</b>	Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. Included are Forms DS-454, Receipt for Registered Mail, and DS-712, Registered Mail Invoice.		
<b>Disposition:</b>	TEMPORARY: Destroy when one (1) year old.		
<b>DispAuthNo:</b>	GRS 12, item 5a	<b>Date Edited:</b>	10/1/1998
<b>A-03-003-01b</b>	<b>Mail Registration and Receipts</b>		
<b>Description:</b>	Diplomatic Mail Records- This schedule applies to all copies of the records described below maintained by offices throughout the Department and by all Foreign Service posts. It is intended to apply to the forms specified below as well as to any new or revised forms that may be used in the future for the same purpose.  1. Diplomatic Pouch Mail Registration Form (DS-1022), showing sender, addressee, security classification and identification of contents, date of registration, and signature of registering officer.		
<b>Disposition:</b>	TEMPORARY: Destroy when two (2) years old.		
<b>DispAuthNo:</b>	II-NNA-3047, item 1	<b>Date Edited:</b>	10/1/1998
<b>A-03-003-01c</b>	<b>Mail Registration and Receipts</b>		
<b>Description:</b>	Diplomatic Mail Records- This schedule applies to all copies of the records described below maintained by offices throughout the Department and by all Foreign Service posts. It is intended to apply to the forms specified below as well as to any new or revised forms that may be used in the future for the same purpose.  2. Pouch Dispatch Control Form (DS-1019), required as certification for pouch shipments weighing more than two (2) pounds.		
<b>Disposition:</b>	TEMPORARY: Destroy when one (1) year old.		
<b>DispAuthNo:</b>	II-NNA-3047, item 2	<b>Date Edited:</b>	6/14/2007
<b>A-03-003-02</b>	<b>Messenger Service Files</b>		
<b>Description:</b>	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.		
<b>Disposition:</b>	Destroy when 2 months old.		
<b>DispAuthNo:</b>	GRS 12, item 1	<b>Date Edited:</b>	10/1/1998

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#### Financial Management

<b>A-03-004-01</b>	<b>Reimbursement of Emergency Storage Costs</b>
<b>Description:</b>	Communications with Foreign Service personnel regarding reimbursement of emergency storage costs for household effects.
<b>Disposition:</b>	Block annually. Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-59-77-26, item 14
<b>Date Edited:</b>	10/1/1998
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<b>A-03-004-02</b>	<b>Financial Plans</b>
<b>Description:</b>	Financial plans and related worksheets, reports and communications.
<b>Disposition:</b>	Destroy 3 years after close of fiscal year in which prepared.
<b>DispAuthNo:</b>	NC1-59-77-26, item 11
<b>Date Edited:</b>	10/1/1998
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<b>A-03-004-03</b>	<b>Appropriation Allotment Files</b>
<b>Description:</b>	Allotment records showing status of obligations and allotments under each authorized appropriation.
<b>Disposition:</b>	Destroy 6 years and 3 months after the close the fiscal year involved.
<b>DispAuthNo:</b>	GRS 7, item 3
<b>Date Edited:</b>	10/1/1998
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<b>A-03-004-04</b>	<b>Expenditure Accounting Posting and Control Files</b>
<b>Description:</b>	Records such as distribution ledgers, registers of interoffice transfers, expenditure voucher file, liquidation memorandums and other series of posting and control media, subsidiary to the allotment ledgers, and not otherwise provided for in this schedule. Included are related communications, reports, tabulations and worksheets.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	GRS 7, item 4a
<b>Date Edited:</b>	10/1/1998
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<b>A-03-004-05</b>	<b>Allotment Reports</b>
<b>Description:</b>	Monthly reports of allottees, showing current and cumulative to date transactions as reflected in their distribution ledgers. Included are related communications and worksheets.
<b>Disposition:</b>	Destroy 4 years after close of fiscal year prepared.
<b>DispAuthNo:</b>	NC1-59-77-26, item 12
<b>Date Edited:</b>	10/1/1998
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**A-03-004-06a(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.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)      **Date Edited:** 10/1/1998

**A-03-004-06a(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.

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)      **Date Edited:** 10/1/1998

**A-03-004-06b**      **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.

**Disposition:** Destroy upon termination or completion.

**DispAuthNo:** GRS 3, item 3c      **Date Edited:** 10/1/1998

**A-03-004-07**      **International Merchant Purchase Authorization Card (I.M.P.A.C.) 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 Office of Finance for 6 years and 3 months.

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

**DispAuthNo:** GRS 6, item 1a      **Date Edited:** 8/6/2007

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**Training****A-03-005-01      Training Forms and Related Records**

**Description:** Consists of office copies of completed training forms, including the SF-182, Request, Authorization, Agreement and Certification of Training; DS-755, Request for Training; DS-1889, Training Enrollment Request for DSTC; DS-3070, Training Agreement; DS-3033, Training Nomination Form; DS-1276, Authorization for Student Training; and other forms and documentation related to employee applications for training.

**Disposition:** Block annually and destroy when two (2) years old.

**DispAuthNo:** GRS 23, item 1

**Date Edited:**

10/1/1998

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#### Information Management Services

**A-03-006-01 Tracking and Control Records**

**Description:** Logs, registers, and other records 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:** Destroy or delete when no longer needed.

**DispAuthNo:** GRS-23, item 8 **Date Edited:** 4/1/1999

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**A-03-006-02a Daily Activity Records-Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, 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:** Destroy or delete when 2 years old.

**DispAuthNo:** GRS 23, item 5a **Date Edited:** 4/1/1999

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**A-03-006-02b Daily Activity Records-Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, 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:** Destroy or delete when no longer needed.

**DispAuthNo:** GRS 23, item 5b **Date Edited:** 4/1/1999

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**A-03-006-03a Suspense Records-Documents arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.**

**Description:** a. Notes or reminders to take some other action.

**Disposition:** Destroy or delete after action is taken.

**DispAuthNo:** GRS 23, item 6a **Date Edited:** 4/1/1999

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**A-03-006-03b(1)**      **Suspense Records-Documents arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date**

**Description:**      b. File copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected. Withdraw documents when reply is received.

(1) If suspense copy is an extra copy.

**Disposition:**      Destroy immediately.

**DispAuthNo:**      GRS 23, item 6b(1)                      **Date Edited:**                      4/1/1999

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**A-03-006-03b(2)**      **Suspense Records-Documents arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date**

**Description:**      b. File copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected. Withdraw documents when reply is received.

(2) If suspense copy is the file copy.

**Disposition:**      Incorporate into official files.

**DispAuthNo:**      GRS 23, item 6b(2)                      **Date Edited:**                      4/1/1999

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**A-03-006-04**      **Records Management**

**Description:**      Routine correspondence, memoranda, reports, forms and other documents dealing with the disposition of records or review of the records management activities of the office. Included are copies of DS-693B, Retirement of Records; NA Form 13001, Notice of Intent to Destroy Records, etc.

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

**DispAuthNo:**      GRS 16, item 2b                      **Date Edited:**                      4/1/1999

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### Allowances

**A-03-007-01**      **Separation Allowance Records**

**Description:**      Copies of SF-1190, Foreign Allowances Application Grant, and Report for the payment of Foreign Service separation allowances, copies of separation allowance grants, reports of quarters expenses, and related records.

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

**DispAuthNo:**      NC1-59-77-26, item 7                      **Date Edited:**                      4/1/1999

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<b>A-03-008-04b</b>	<b>Correspondence -Thank You Letters and Letters of Appreciation</b>		
<b>Description:</b>	Letters of Thank You and Letters of Appreciation addressed to employees from members of Federal or non-Federal organizations. The letters are sent to employees who have provided "above and beyond" service to customers. Letters contain no significant documentation of the rights of citizens, Government activities, and no records pertaining to documenting the national experience. (EXCLUDES Department level correspondence)  b. Copies of letters placed in official files, excluding copies filed in OPF. (Note: copies placed in OPF are disposed of in accordance with disposition instructions for OPF.)		
<b>Disposition:</b>	TEMPORARY: Destroy /delete when 2 years old, or in accordance with disposition instructions of files in which copies of letters are placed, whichever is later.		
<b>DispAuthNo:</b>	N1-059-05-12, item 1b	<b>Date Edited:</b>	7/11/2007
<b>A-03-008-05</b>	<b>Post Administrative Operations File</b>		
<b>Description:</b>	Communications with Foreign Service posts regarding post administrative procedures, supplies, equipment, fiscal operations, personnel quarters, buildings, records, commissary, and other administrative matters.		
<b>Disposition:</b>	Destroy 5 years after close of year in which prepared or when no longer needed, whichever is sooner.		
<b>DispAuthNo:</b>	NC1-59-77-26, item 1	<b>Date Edited:</b>	4/1/1999

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#### Personnel Administration

**A-03-009-01a Duplicate Personnel Files**

**Description:** a. Supervisor's Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

**Disposition:** 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:** 4/1/1999

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**A-03-009-01b Duplicate Personnel Files**

**Description:** b. Duplicate Documentation - Other copies of documents duplicated in Official Personnel Folders.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** GRS 1, item 18b **Date Edited:** 4/1/1999

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**A-03-009-02 Bureau Work/Study Program Employee Files**

**Description:** Copies of request and official notification for DS clearance and SF-171, evaluation reports, correspondence with individual prior to hiring, transcript of grades received, letter of recommendation for the work/study program, and statement of number of college credits earned in the program.

**Disposition:** Destroy 2 years after separation of employee.

**DispAuthNo:** NC1-59-77-15 **Date Edited:** 4/1/1999

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**A-03-009-03 Staffing and Complement Files**

**Description:** Reports, memorandums, communications, lists and worksheets regarding the staffing of offices or Foreign Service posts, requested changes or adjustments in staffing, and matters relating to individual employees.

**Disposition:** Destroy 5 years after close of fiscal year in which compiled.

**DispAuthNo:** NC1-59-77-26, item 2 **Date Edited:** 8/9/2007

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**A-03-009-04 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:** 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:** 4/1/1999

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**A-03-009-05a 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:** Destroy leave slip at end of following pay period.

**DispAuthNo:** GRS 2, item 6a **Date Edited:** 4/1/1999

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**A-03-009-05b 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:** Destroy leave slip after GAO audit or when 3 years old, whichever is sooner.

**DispAuthNo:** GRS 2, item 6b **Date Edited:** 4/1/1999

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<b>A-03-010-04</b>	<b>Destruction Certificates Files</b>		
<b>Description:</b>	Certificates relating to the destruction of classified documents.		
<b>Disposition:</b>	Destroy when 2 years old.		
<b>DispAuthNo:</b>	GRS 18, item 3	<b>Date Edited:</b>	4/1/1999
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<b>A-03-010-05a</b>	<b>Classified Document Container Security Files</b>		
<b>Description:</b>	a. 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.		
<b>Disposition:</b>	Destroy when superseded by a new form or list, or upon turn in of containers.		
<b>DispAuthNo:</b>	GRS 18, item 7a	<b>Date Edited:</b>	4/1/1999
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<b>A-03-010-05b</b>	<b>Classified Document Container Security Files</b>		
<b>Description:</b>	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF-701, Activity Security Checklist, and SF-702, Security Container Check Sheet.		
<b>Disposition:</b>	Destroy 3 months following the last entry on the form. NOTE: Forms involved in investigations will be retained until completion of the investigation.		
<b>DispAuthNo:</b>	GRS 18, item 7b	<b>Date Edited:</b>	4/1/1999
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<b>A-03-010-06</b>	<b>Access Request Files</b>		
<b>Description:</b>	Requests and authorizations for individuals to have access to classified files.		
<b>Disposition:</b>	Destroy 2 years after authorization expires.		
<b>DispAuthNo:</b>	GRS 18, item 6	<b>Date Edited:</b>	4/1/1999
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**Transitory Files (including in electronic form)****A-03-013-01      Transitory Files (including in electronic form)**

**Description:** Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

**Disposition:** TEMPORARY: Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

**DispAuthNo:** GRS 23, item 7

**Date Edited:**

3/22/2006

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