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**U.S. Department of State Records Schedule**

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**Chapter 38: Bureau of Conflict and Stabilization Operations**

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**Front Office (CSO/FO)****A-38-001-01 Assistant Secretary & Principal Deputy Assistant Secretary Chronological file**

**Description:** Files contain information relating to the activities of the Assistant Secretary and the Deputy when acting, in executing the mission programs of the Department. These files include, but are not limited to, memoranda, correspondence, and emails; planning documents; policy files; briefing checklists and summaries; reports; issue papers; congressional notifications; questions for the record (QFRs); conference materials conducted by CSO; and other related information. Supersede N1-059-10-03, item1 and 2

**Disposition:** Permanent. Cutoff at end of calendar year. Retire to RSC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff.

**DispAuthNo:** DAA-0059-2014-0019-0001                      **Date Edited:** 12/16/2014

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**A-38-001-02 Assistant Secretary Daily Activity Calendar**

**Description:** Assistant Secretary daily activity calendar maintained by the Executive Assistant. Supersede N1-059-10-03, item 3a

**Disposition:** Permanent. Cut off at the end of calendar year. Retire to RSC 3 years after cutoff. Transfer to National Archives 25 years after the cutoff.

**DispAuthNo:** DAA-0059-2014-0019-0002                      **Date Edited:** 12/16/2014

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**A-38-001-03 Deputy Assistant Secretary & Senior Advisor Chronological Files**

**Description:** Files contain information relating to the activities of the Deputy Assistant Secretary and Senior Advisor when signing off on official policy and operations. These files include, but are not limited to, memoranda, reports, correspondence, emails and other related documents. Materials pertain inclusively to portfolio of the Deputy Assistant Secretaries and the Senior Advisors. Supersede N1-059-10-3, item 4

**Disposition:** Permanent. Cutoff at the end of calendar year. Transfer to the National Archives 25 years after cutoff.

**DispAuthNo:** DAA-0059-2014-0019-0003                      **Date Edited:** 12/16/2014

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#### Office of Partnerships and Strategic Communications (CSO/PSC)

**A-38-002-01 Program Files (PSD)**

**Description:** Files include, but not limited to, Standard Operating Procedures (SOP), protocols, programming manuals, etc that provide guidance for implementation and support of CSO projects and/or engagements.

**Disposition:** Temporary. Destroy/Delete when superseded or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2014-0018-0001      **Date Edited:** 12/16/2014

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**A-38-002-02 Grant Files (PSD)**

**Description:** Files include, but not limited to, copies of grants awarded, authorization memos and etc. maintained by country. Official copies of grants awarded are maintained in the State Assistance Management System (SAMS) and/or Grant Database Management System.

**Disposition:** Temporary. Cutoff when grant and/or award has closed or has been terminated. Destroy 6 years after cutoff.

**DispAuthNo:** DAA-0059-2014-0018-0002      **Date Edited:** 12/16/2014

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**A-38-002-03 1207 Funding Files (PSD)**

**Description:** Files include, but not limited to, documentation regarding contingency program for 1207 funding, meetings, congressional notices, cable reviews, project proposals, status letter to Ambassadors, overseas trip reports, quarterly reports regarding post implementation progress, close out reports and other related information.

**Disposition:** Temporary. Cutoff at the end of project. Destroy 3 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2014-0018-0003      **Date Edited:** 12/16/2014

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**A-38-002-04 Briefing Books**

**Description:** Copies of briefing book contains table of content, background documentation, schedules, briefing checklist and other related subject materials. The books are prepared for the Assistant Secretary and Deputy Assistant Secretary for their overseas trips.

**Disposition:** Temporary. Cutoff the end of the calendar year. Destroy 3 years after cutoff or when no longer need for business purposes or for reference occurs, whichever is later.

**DispAuthNo:** DAA-0059-2015-0006-0001      **Date Edited:** 8/2/2016

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#### A-38-002-05 Engagement Documents and Summaries

**Description:** File contains information documenting engagement activities that include, but not limited to, narrative statements, factsheets, summaries, reports and other related correspondence.

**Disposition:** Temporary. Cutoff at the end of the engagement. Destroy 3 years after cutoff or when updated or superseded, whichever is later.

**DispAuthNo:** DAA-0059-2015-0006-0002      **Date Edited:** 8/2/2016

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#### A-38-002-06 Public Outreach

**Description:** Contains agendas and documentation regarding discussions, as well as, participation of partnerships that provide insight into conflicts/engagements, projects idea and other related subject matters that is attained through participation at CSO Partnership Luncheons with Assistant Secretary, think tanks, subject matter experts (SMEs), brown bags, roundtable discussions, academic engagements other related venues.

**Disposition:** Temporary. Cutoff at the end of the calendar year. Destroy when no longer needed for reference and/or research, whichever is later.

**DispAuthNo:** DAA-0059-2015-0006-0003      **Date Edited:** 8/2/2016

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#### A-38-002-07 Public Affairs Files

**Description:** Files contain documentation regarding issues, concerns and activities that include but not limited to correspondence, event calendars, powerpoint presentations, multimedia speeches, videos, audio, photos, press guidance and other related information.

**Disposition:** Temporary. Destroy/delete when superseded or when no longer needed, whichever is longer.

**DispAuthNo:** DAA-0059-2015-0006-0004      **Date Edited:** 8/2/2016

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#### A-38-002-08 Partnership Profiles

**Description:** Contains documentation, background information regarding partner governments and multilateral organization, as well as, the various programs, projects, and activities. The partners include, but not limited to, offices in other governments, emerging powers, private sector organizations, UN peacekeeping and peace-building operations, and other related partnerships.

**Disposition:** Temporary. Destroy/Delete when superseded or when no longer needed for reference.

**DispAuthNo:** DAA-0059-2015-0006-0005      **Date Edited:** 8/2/2016

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#### A-38-002-09 Administrative Records Maintained in any Agency Office

**Description:** Time Tracker Records documenting CSO project management activities that include, but not limited to, the assigned members and/or teams, assigned projects, time management estimations, agendas, meetings and other related activities. The time tracker is updated monthly. 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 5)

**DispAuthNo:** DAA-GRS-2016-0016-0001 (G      **Date Edited:** 9/21/2017

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**Website Management for CSO/CRS**

**A-38-003-01**      **Office of the Coordinator for Reconstruction and Stabilization External Web site**

**Description:**      The Office of the Coordinator for Reconstruction and Stabilization Web (J/CSO) site is tailored for U.S. Government and non-government organizations that focus on reconstruction and stabilization issues. It is designed to provide information about the activities of the J/CSO. J/CSO leads and coordinates U.S. Government planning, and institutionalize U.S. capacity, to help stabilize and reconstruct societies in transition from conflict or civil strife so they can reach a sustainable path toward peace, democracy and a market economy. The site changes frequently depending on the activity of the office. Some editing takes place daily and at other times there is a large expansion of content when a large portion of information is developed and goes live on the site.

The program that generates the website is PortalX, which is maintained by the Department's Bureau of Information Resource Management.

**Disposition:**      N/A

**DispAuthNo:**      N/A

**Date Edited:**      1/7/2015

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**A-38-003-02**      **Office of the Coordinator for Reconstruction and Stabilization External Web site**

**Description:**      Website Content Records

Contains PowerPoint slide presentations about the office, division write-ups, policy coordinating committee write-ups, academic outreach pages, lessons learned pages, and a country engagement section.

**Disposition:**      TEMPORARY. Delete when no longer needed for reference.

**DispAuthNo:**      N1-059-10-06, item 1

**Date Edited:**      1/7/2015

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**A-38-003-03**      **Office of the Coordinator for Reconstruction and Stabilization External Web site**

**Description:**      Web Management and Operations Records

a. User E-Mail Documents

E-mail messages that contain e-mail addresses of users who submit information for mailing list purposes, or for submitting resumes for consideration in the future expansion of the office. Also contains feedback comments to the webmaster. Messages are maintained in an Outlook folder titled User Responses, which is maintained by the webmaster.

**Disposition:**      TEMPORARY. Hold in Outlook folder for 5 years and then delete.

**DispAuthNo:**      N1-059-10-06, item 2a

**Date Edited:**      1/7/2015

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**A-38-003-04 Office of the Coordinator for Reconstruction and Stabilization External Web site****Description:** Web Management and Operations Records

b. Website Directory

Contains a file listing of when pages/files/images were last updated. The directory is designed to mirror intuitively the makeup of the website that the user sees. Once removed/deleted, no further listing of these files remains in the directory.

**Disposition:** TEMPORARY. Delete when no longer needed for reference.**DispAuthNo:** N1-059-10-06, item 2b**Date Edited:** 1/7/2015

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**A-38-003-05 Office of the Coordinator for Reconstruction and Stabilization Classified Web site**

**Description:** The Office of the Coordinator for Reconstruction and Stabilization (J/CSO) also maintains a duplicate classified version of the Web site ([www.crs.state.gov](http://www.crs.state.gov)). The classified web site is tailored for U.S. Government organizations that focus on reconstruction and stabilization issues. It is designed to provide information about the activities of the J/CSO. J/CSO leads and coordinates U.S. Government planning, and institutionalize U.S. capacity, to help stabilize and reconstruct societies in transition from conflict or civil strife so they can reach a sustainable path toward peace, democracy and a market economy. The site changes frequently depending on the activity of the office. Some editing takes place daily and at other times there is a large expansion of content when a large portion of information is developed and goes live on the site.

The program that generates the website is PortalX, which is maintained by the Department's Bureau of Information Resource Management.

**Disposition:** N/A**DispAuthNo:** N/A**Date Edited:** 1/7/2015

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**A-38-003-06 Office of the Coordinator for Reconstruction and Stabilization Classified Web site****Description:** Website Content Records

Contains PowerPoint slide presentations about the office, division write-ups, policy coordinating committee write-ups, academic outreach pages, lessons learned pages, and a country engagement section.

**Disposition:** TEMPORARY. Delete when no longer needed for reference.**DispAuthNo:** N1-059-10-05, item 1**Date Edited:** 1/7/2015

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**A-38-003-07 Office of the Coordinator for Reconstruction and Stabilization Classified Web site****Description:** Web Management and Operations Records

a. User E-Mail Documents

E-mail messages that contain e-mail addresses of users who submit information for mailing list purposes, or for submitting resumes for consideration in the future expansion of the office. Also contains feedback comments to the webmaster. Messages are maintained in an Outlook folder titled User Responses, which is maintained by the webmaster.

**Disposition:** TEMPORARY. Hold in Outlook folder for 5 years and then delete.**DispAuthNo:** N1-059-10-05, item 2a**Date Edited:** 1/7/2015

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**A-38-003-08 Office of the Coordinator for Reconstruction and Stabilization Classified Web site****Description:** Web Management and Operations Records

b. Website Directory

Contains a file listing of when pages/files/images were last updated. The directory is designed to mirror intuitively the makeup of the website that the user sees. Once removed/deleted, no further listing of these files remains in the directory.

**Disposition:** TEMPORARY. Delete when no longer needed for reference.**DispAuthNo:** N1-059-10-05, item 2b**Date Edited:** 1/7/2015

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**Office of Analysis, Planning, Programs and Learning (CSO/APPL)****A-38-004-01 Training Records**

**Description:** Training records are maintained by course title that include, but not limited to, course content; originally developed course materials; course materials developed by external sources for CSO; power point presentations; registrar records; case study documents; training rosters; survey responses; schedules; agreements (MOU, MOA, etc); and other related information.

**Disposition:** Temporary. Cutoff is termination of specific training course. Destroy 5 years after cutoff or when no longer needed for reference, whichever is later.

**DispAuthNo:** DAA-0059-2014-0025-0001                      **Date Edited:** 4/27/2016

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**A-38-004-02 Learning and Best Practices Records**

**Description:** Copies of sample documents, guidance, templates and related information regarding conflict prevention and stabilization best practices from the various engagements that include, but not limited to, assessments, analysis, visual projects, strategies, metric, and other relevant documentation.

**Disposition:** Temporary. Destroy when obsolete, superseded or when no longer needed for reference, whichever is longer.

**DispAuthNo:** DAA-0059-2014-0025-0002                      **Date Edited:** 4/27/2016

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**A-38-004-03 Evaluations Records**

**Description:** Files contain program evaluations reflecting the effectiveness and/or influence concerning CSO engagements that include, but not limited to, funding, policy, diplomatic efforts, impact evaluations/statements and other related documentation.

**Disposition:** Temporary. Cutoff at the end of the engagement. Destroy 5 years after cutoff or when no longer needed for reference, whichever is longer.

**DispAuthNo:** DAA-0059-2014-0025-0003                      **Date Edited:** 4/27/2016

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**A-38-004-04 Office Administration (Internal Strategy) Records**

**Description:** Files contain internal strategies that include, but not limited to, planning documents, work plans, budgetary documents, training and other related materials.

**Disposition:** Temporary. Cutoff at the end of calendar year. Destroy 5 years after cutoff or when no longer needed for reference, whichever is later.

**DispAuthNo:** DAA-0059-2014-0025-0004                      **Date Edited:** 4/27/2016

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**A-38-004-05 Thematic Files**

**Description:** Contain documents pertaining to the crosscutting approaches to conflict issues that include, but not limited to, strategic documents, key questions, quick reference guides, list of subject matter experts (SMEs) and related information. Files organized by thematic issues/conflicts.

**Disposition:** Temporary. Cut off at end of engagement. Destroy 10 years after cutoff or when no longer needed, occurs, whichever is later.

**DispAuthNo:** DAA-0059-2015-0005-0001                      **Date Edited:** 8/4/2016

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**A-38-004-06 Portfolio Management Documents**

**Description:** Contain background documentation that provides evidence that a country and/or region(s) warrant CSO investment due to the urgency, national security, policy relevance or opportunity for impact. Information includes, but not limited to, organizational documents, charts, reviews, consolidate recommendations and other related documentation.

**Disposition:** Temporary. Cutoff at the end of the fiscal year. Destroy 5 years after cutoff or when no longer needed for reference, occurs, whichever is later.

**DispAuthNo:** DAA-0059-2015-0005-0002                      **Date Edited:** 8/4/2016

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#### A-38-004-07 Administrative Records Maintained in any Agency Office

**Description:** Internal Policy Files.

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:** 9/21/2017

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**Office of Executive Director (CSO/EX)****A-38-005-01      Administrative Memorandums**

**Description:** Contains copies of documents that include, but not limited to, action, decisional and informational memos, background materials pertaining to requests for resources, internal support, security requirements, and other related information needed to support the program or project objectives.

**Disposition:** Temporary. Cut off at the end of the calendar year or when project is terminated. Destroy 5 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2015-0001-0001      **Date Edited:** 7/13/2016

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**A-38-005-02      Budget and Financial Resource Management Files**

**Description:** Background documents related to budget planning and execution, International Cooperative Administrative Support Services (ICASS), Working Capital Fund, grant expenditures captured in State Assistance Management System (SAMS), and other related information regarding the budgetary and financial support of the program operations and concerns. Documents include, but not limited to, copies of memos, correspondence, reports, vouchers, contracts, invoices, cuff records and other related resource documentation.

**Disposition:** Temporary. Cutoff annually or when funds have been expended whichever is later. Destroy six years after cutoff or when no longer needed for audit or verification purposes, whichever is later.

**DispAuthNo:** DAA-0059-2015-0001-0002      **Date Edited:** 7/13/2016

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**A-38-005-03      Interagency Agreements**

**Description:** Contain documents relating to administrative support regarding program activities that include but not limited to memorandums of agreement, memorandums of understanding and other related documents.

NOTE: (See Chapter 3 Records Most Common Organizational Area, Financial Management and Reporting Records, A-03-015-01a, for complete description.)

**Disposition:** Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

**DispAuthNo:** DAA-GRS-2013-0003-0001 (G      **Date Edited:** 7/13/2016

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#### A-38-005-04 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:** 9/21/2017

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**A-38-005-05 Employee Management Administrative Records**

**Description:** Employee management administrative records. Records on routine office program support, administration, and human resources operations. Includes:

- reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
- reports from subordinate units regarding statistics and other reporting measures
- general correspondence with internal agency offices and with OPM
- general correspondence with travelers regarding official passport application procedures and documentation requirements
- statistics, including lists of official passport holders

Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

**Disposition:** Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 3)

**DispAuthNo:** DAA-GRS-2017-0007-0001 (G)      **Date Edited:** 9/5/2017

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**A-38-005-06 Working Files**

**Description:** Copies of materials include, but not limited to, communications, correspondence, background data, reference information, preliminary drafts and notes, background documents used for reference and other related information. (See: 5 FAH-4 H-215.5)

**Disposition:** Temporary. Destroy when superseded, obsolete or no longer needed for reference, whichever is longer.

**DispAuthNo:** Non-record      **Date Edited:** 7/13/2016

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#### Office of Regional Operations (CSO/AF, CSO/WHA-EUR, CSO/EAP-SCA, CSO/ NEA )

**A-38-006-01      Memos**

**Description:** All formal memos for CSO internal, DOS, or broader use regarding engagement activities include, but not limited to, Action Memos, MOUs and other related documents.

**Disposition:** Temporary. Cutoff at the end of the engagement. Destroy 10 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2015-0004-0001      **Date Edited:** 7/28/2016

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**A-38-006-02      CSO Assessments & Reports**

**Description:** Reports, assessments, or other analysis or products generated by operations and/or engagement teams.

**Disposition:** Temporary. Cutoff at the end of calendar year. Destroy 10 years after cutoff or when superseded or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2015-0004-0002      **Date Edited:** 7/28/2016

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**A-38-006-03      Working Files**

**Description:** Correspondence, drafts, notes, and other materials used to generate final products (e.g., memos, assessments, reports, etc).

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

**DispAuthNo:** DAA-0059-2015-0004-0003      **Date Edited:** 7/28/2016

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**A-38-006-04      Operations and Engagement Administrative Files**

**Description:** Operations and/or engagement-team generated human resources or administrative documents that include, but not limited to, staffing requirements, training, travel, equipment and other related operational information.

**Disposition:** Temporary. Cutoff at end of the calendar year or end of engagement. Destroy 10 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** DAA-0059-2015-0004-0004      **Date Edited:** 7/28/2016

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**A-38-006-05      Grants & Contracts**

**Description:** Files include, but not limited to, copies of grants, cooperative agreements, background information, funding documents and other related information.

**Disposition:** Temporary. Destroy 3 years after final action is taken on the file, but longer retention is authorized if required for business use.

**DispAuthNo:** DAA-GRS-2013-0008-0007 (G)      **Date Edited:** 7/28/2016

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