
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 Source Documents – (TOMIS)

Description: Hard copy documents used for data entry to TOMIS. Documents 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 immediately after verification of successful conversion. (Supersedes GRS 20, item 2a[4]).

DispAuthNo: GRS 4.3, item 010 **Date Edited:** 5/21/2015

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A-26-002-04	Foreign Diplomatic Officers - Appointment and Termination File
Description:	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.
Disposition:	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)
DispAuthNo:	N1-059-93-34, item 4
Date Edited:	8/19/2013

A-26-002-07	Personnel List
Description:	Lists of personnel of diplomatic missions.
Disposition:	Destroy when 1 year old or after purpose has been served, whichever occurs first.
DispAuthNo:	NC-059-76-1, item 1
Date Edited:	4/1/1999

A-26-002-08	Non Diplomatic Embassy Personnel-Card File
Description:	Summary of DS-394 information arranged by name of employee in active and terminated categories.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-059-76-9, item 1
Date Edited:	2/17/2012

A-26-002-09	Manuscript copy of White List-Employees of Diplomatic Missions
Description:	Manuscript copy of White List-Employees of Diplomatic Missions.
Disposition:	Destroy when purpose has been served.
DispAuthNo:	NN-172-6, item 7
Date Edited:	4/1/1999

A-26-002-10	Agreement Country File
Description:	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.
Disposition:	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.
DispAuthNo:	N1-059-95-7, item 1
Date Edited:	2/17/2012

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A-26-002-11	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved Date Edited: 4/1/1999

A-26-002-12	Biographic Data on Ambassadors
Description:	Biographic Data on Ambassadors.
Disposition:	Destroy when purpose has been served.
DispAuthNo:	NN-172-6, item 10 Date Edited: 4/1/1999

A-26-002-13	Diplomatic Accreditation Card File
Description:	Indicates name, country, spouse name, date of appointment and title.
Disposition:	Associate with notification of appointment for Foreign Diplomatic Officers. Destroy 30 years after termination of appointment.
DispAuthNo:	N1-059-93-34, item 5 Date Edited: 4/1/1999

A-26-002-14	International Organization Card File (DS-656)
Description:	International Organization Card File (DS-656).
Disposition:	Destroy 5 years after termination.
DispAuthNo:	NN-172-6, item 15 Date Edited: 4/1/1999

A-26-002-15	International Organization Correspondence Files
Description:	Consist of correspondence, reports and lists concerning new appointments, changes in status, terminations, etc.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NN-172-6, item 16 Date Edited: 4/1/1999

A-26-002-16a	Diplomatic List Records
Description:	a. Manuscript copy of Diplomatic List.
Disposition:	Destroy when of no further reference value.
DispAuthNo:	NN-172-6, item 17a Date Edited: 4/1/1999

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A-26-002-16b	Diplomatic List Records
Description:	b. Country files consisting of notes exchanged with foreign embassies concerning recognition, change in status, permission to work, etc.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NN-172-6, item 17b
	Date Edited: 4/1/1999

A-26-002-16c	Diplomatic List Records
Description:	c. Bound volumes of Diplomatic List.
Disposition:	Retain 1 copy.
DispAuthNo:	NN-172-6, item 17c
	Date Edited: 4/1/1999

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

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

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A-26-003-04a(2)	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. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-4, item 4a(2) 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:	N1-059-98-4, item 4b(1) Date Edited: 4/1/1999
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A-26-003-04b(2)	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. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-04, item 4b(2) 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
A-26-003-11b	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. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-04, item 11b
	Date Edited: 4/1/1999
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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A-26-003-12b **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.

b. Electronic versions of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-98-04, item 12b

Date Edited: 4/1/1999

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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

A-26-004-01b **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.

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

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

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

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 CONTACTS Database- Input Source Documents

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.

Hard copies created from information provided by or received from anticipated invitees to CPR events. Information is received via telephone conversation, email, and other forms of correspondence from which data is extracted and input to the master file.

Disposition: TEMPORARY. Destroy immediately after verification of successful conversion. (Supersedes GRS 20, item 2a[4]).

DispAuthNo: GRS 4.3, item 010 **Date Edited:** 5/21/2015

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

A-26-004-03c CONTACTS Database- Back-up Files

Description: Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

File identical to records authorized for disposal under item b above.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).

DispAuthNo: GRS 3.2, item 051 **Date Edited:** 5/21/2015

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A-26-004-03d	CONTACTS Database- Outputs
Description:	Outputs include ad-hoc reports derived from the database and generated as WORD documents and a variety of output reports used for reference purposes. They can be produced on-demand using a combination of data fields. For example, reports can be produced depicting lists of the contents of the categories table, standard events, Ranks and user lists. Other special reports include Guest Lists, Official Persons Lists, Seating Lists, and Place Card Lists. Statistical reports and charts can also be produced and a capability exists to generate a report containing any or all information on a particular contact.
Disposition:	TEMPORARY. Destroy when business use ceases. (Supersedes GRS 20, item 16).
DispAuthNo:	GRS 4.3, item 030
	Date Edited: 5/21/2015

A-26-004-03e	CONTACTS Database- System Documentation
Description:	CONTACT Application User Manual, data and fi specifications, code books, record layouts, output specifications, and any reports relating to the database master file.
Disposition:	TEMPORARY. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).
DispAuthNo:	GRS 3.1, item 051
	Date Edited: 5/21/2015

A-26-004-03f	CONTACTS Database- Word Processing Documents
Description:	Electronic word processing documents such as letters or memorandums resulting as input to the CONTACTS Database.
Disposition:	TEMPORARY. Destroy immediately after copying to recordkeeping system or otherwise preserving. (Supersedes GRS 20, item 13).
DispAuthNo:	GRS 4.3, item 040
	Date Edited: 5/21/2015

A-26-004-03g	Electronic Mail Records
Description:	Senders and recipients versions of electronic mail messages and attachments that meet the definition of a record an used as input to CONTACTS Database or other record-keeping system.
Disposition:	TEMPORARY. Destroy immediately after copying to recordkeeping system or otherwise preserving. (Supersedes GRS 20, item 14).
DispAuthNo:	GRS 4.3, item 040
	Date Edited: 5/21/2015

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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

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

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-26-005-02a(2)	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 (2) Electronic versions of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-04, item 15a(2) Date Edited: 4/1/1999
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
A-26-005-02b(2)	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. (2) Electronic versions of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-04, item 15b(2) Date Edited: 4/1/1999

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

A-26-006-02b **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.

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

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-98-4, item 3b **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: N1-059-98-4, item 5a **Date Edited:** 4/1/1999

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A-26-006-03b	Decorations and Awards Files
Description:	Documents reflect the request for permission to accept awards and decorations, and the Department's response. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-4, item 5b 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:	N1-059-98-4, item 6a Date Edited: 4/1/1999

A-26-006-04b	Annual Report to Congress
Description:	Documents reflect all gifts given to foreign officials over minimum value. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-98-04, item 6b Date Edited: 4/1/1999

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-26-006-05b **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.

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

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-98-04, item 7b

Date Edited: 4/1/1999

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

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

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
