

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
8601 Adelphia Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)

Defense Threat Reduction Agency

2. MAJOR SUBDIVISION

Headquarters

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Sandy Ford

Sandy Ford

(703) 325-1205

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4/19/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Fox</i>	TITLE Records Officer Defense Threat Reduction Agency
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Treaty Inspection Information Management System (TIIMS)

1. TIIMS electronic system and subsystems

Supersedes N1-330-93-5/1a

TIIMS supports treaty inspection missions and operations by managing inspection team manpower, treaty training and certification, language training, passport status, and mission scheduling information.

DISPOSITION: Move record to off-line storage upon departure of individual. Purge after 2 years.

2. System outputs

Supersedes N1-330-93-5/1b

a. Mission-related system outputs

DISPOSITION: covered by N1-374-01-1, items 2301-01.1, 2301-01.3, 2301-01.4, 2301-02.1, 2301-02.2, and 2301-02.3.

b. All other copies

DISPOSITION: Destroy when superseded, obsolete, or no longer needed for current business.