

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> 11-330-07-3	
<b>1. FROM (Agency or establishment)</b> Department of Defense		<b>DATE RECEIVED</b> 3/29/07	
<b>2. MAJOR SUBDIVISION</b> Office of the Secretary of Defense		<b>NOTIFICATION TO AGENCY</b>	
<b>3. MINOR SUBDIVISION</b> Records and Declassification Division, ESD, WHS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> Luz D Ortiz	<b>5. TELEPHONE</b> (703) 696-4959	<b>DATE</b> 10/29/07	<b>ARCHIVIST OF THE UNITED STATES</b> <i>[Signature]</i>

<b>6. AGENCY CERTIFICATION</b> 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 <u>1</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
<b>DATE</b> MAR 26, 2007	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Robert Storer</i> Robert Storer	<b>TITLE</b> Chief, Records and Declassification Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Foreign Visits System (FVS) is used by the Office of the Deputy USD (P), Security Policy Automation Directorate to enhance security and provide consistent application of policy in dealing with other governments See attached page for complete description and disposition instructions		

*AA 10/29/07 copies sent to Agency, numbers*

## **SF-115 : Foreign Visits System (FVS)**

**BACKGROUND:** The Foreign Visits System (FVS) is used by the Office of the Deputy Under Secretary of Defense for Policy (OUSD(P)), Security Policy Automation Directorate. The system is used to enhance security and provide consistent application of policy in dealings with other governments by providing end-to-end automation support to the visits process, thus improving responsiveness and the use of personnel resources. Unless otherwise noted system input/source records, output files, and documentation and specification files will be destroyed in accordance with GRS 20 Items 2 (a-d), 6, 9, and 11(a).

**FILE TITLE:** Foreign Visits System (FVS)

**FILE DESCRIPTION:** Information system used to process foreign visits, assignments, and exchanges of foreign nationals to DOD Components or contractor facilities. Records consist of lists of individuals cleared for access to DoD installations, activities, or Defense contractors. Information contained with the system includes: name, date and place of birth, security clearance, position, and an individual identification number which may be the Social Security Number of that person. Records may be retrieved by individual's name, Social Security Number, or visit ID number. Information is obtained solely from the foreign country or international organization sponsoring the individuals for whom a visit to the DoD installation, activity, or Defense contractor is being requested.

**DISPOSITION:** TEMPORARY. Destroy/Delete when the cooperative arms or mutual security agreement or program between the U.S. government and the foreign government or international organization has expired or when 10 years old, whichever is sooner.

**PRIVACY ACT:** DUSDP08