

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: NI-59-04-3	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 4/5/04	
2. MAJOR SUBDIVISION Bureau of Diplomatic Security		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Foreign Missions			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 11-22-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 2 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 3/29/2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department Records Officer / A/RPS/IPS/PP
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See continuation pages.		

1. THE OFFICE OF FOREIGN MISSION INFORMATION SYSTEM (TOMIS)

The Office of Foreign Mission (OFM) maintains files on members of foreign missions and foreign mission members to include member of International Organizations and their family members. These files contain documentation authorizing and/or verifying the individual or mission's ability to meet certain legal requirements or receive privileges and immunities as governed by the Vienna Convention on Diplomatic and Vienna Convention on Consular relations and other applicable treaties and agreements. These files contain the documentation justifying the issuance of motor vehicle registrations, driver licenses, tax exemption, proof of motor vehicles insurance and documentation detailing a foreign mission member and their justified dependent's privileges and immunities from civil and criminal prosecution.

OFM has decided to convert the paper record to an electronic media. The result is, files maintained by OFM and The Office of Protocol searchable only by the individual Personal Identification Number (PID) have now been converted to a single electronic file system that allows OFM and Protocol personnel to search for any file or documents by either PID, Surname, or Given Name. Results of the search are displayed by application type and date of application to allow the searcher to select the relevant document.

A.) The Inputs to TOMIS are:

Tax Exemption Files

Motor Vehicle Registration and Vehicle Title Requests.

Custom Clearance Requests.

Travel Services Requests/Travel Notification Forms.

Driver License Program Files.

Proof of Motor Vehicle Insurance Coverage.

Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employees – Appointment and Termination File.

Foreign Diplomatic Officers – Appointment and Termination File.

DISPOSITION. TEMPORARY.

1. Destroy paper records upon verification of scanned documents.
2. Destroy Scanned images CD 1 year after data uploaded to system.

B. System Data (Document Imaging Tables)

Data consists of scanned images of input documents cited above. Images are identified in the system by PID # (Personal Identification Number).

DISPOSITION. TEMPORARY. Transfer file of terminated individuals 1 year after departure to inactive file. Deleted inactive files after 5 years old.

C. Outputs. Documents are "printed" to the screen for review and use. They can be printed if necessary. There are no routine output reports.

DISPOSITION. TEMPORARY. Paper materials destroyed when no longer needed.

D. Systems Documentation. Consists of Concept of Operations document and System Security plan.

DISPOSITION. TEMPORARY. Dispose of one year after revised or system use discontinued.

~~E. Backup. System uses standard daily, weekly, and monthly backups.~~

~~DISPOSITION. TEMPORARY. Data deleted after new backup has been produced (GRS 20/8b).~~