

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-59-06-9</b>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <b>7/24/06</b>	
2. MAJOR SUBDIVISION Bureau of Consular Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 American Citizens Services (CA/OCS/CI)			
4. NAME OF PERSON WITH WHOM TO CONFER  Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <b>10/27/06</b>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 July 14, 2006	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Agency Records Officer Deputy Director, Info. Programs & Services
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

## **SF-115, Request for Records Disposition Authority Continuation Pages**

### **Internet-Based Travel Registration System (IBRS) Office of Overseas Citizen Services, (CA/OCS)**

(<https://travelregistration.state.gov/ibrs/> )

The Office of Overseas Citizen Services has developed a web-based database that allows citizens to register their travel plans on-line. The database is accessible by both the OCS and all American embassies and consulates world wide, but is kept and maintained behind Department firewalls in the Enterprise Server Operations Center (ESOC) by IRM. Registration allows Americans to record information about their upcoming trips abroad so that the Department of State can provide information and assistance in case of an emergency. Americans residing abroad may also receive routine information from the U.S. embassy or consulate for which they are registered. All information requested is covered under the Privacy Act System of Records State 05, Overseas Services Records.

The database system to this point has kept all information received from registrants and has yet to archive information. While this database is independent, information collected and maintained within it is also transferred via electronic interface to the American Citizen's Services plus (ACS+) database, which includes American citizen data outside of travel information. This data is used not only for security purposes in the case of an emergency, but can also be used for statistical purposes, and to track consular services to American citizens overseas. The IBRS system was implemented in June 2004.

#### **1. IBRS Hardcopy and Electronic Source Records**

Original paper records and records kept on independent databases by posts for travel registration. If necessary for reasons of disability or inability to use the online site, a hard copy of the registration form can be filled out by a traveler and entered by authorized consular staff into the IBRS database.

**DISPOSITION. TEMPORARY.** Hold hard copies in file areas temporarily until transfer to IBRS is completed, after which the paper copies will be destroyed. Destroy/delete electronic data after verification of input into the system.

## 2. IBRS Electronic Content Records

The Internet Based Registration System data base consists of two electronic data files that are retained on-line for access by users and/or OCS personnel. The data files are as follows: Individual Registration Files contain electronic personal information about Americans taking short trips (six months or less), longer trips or residing overseas including their home address, contact information, passport information, emergency contact information, and travel itinerary. Organizational Representative Files contain electronic information about the agent or organization who serves as point of contact making arrangements for other travelers. (E.g. universities, churches, travel agencies, etc.) These electronic records are kept open and active until trip's reported end date.

DISPOSITION: TEMPORARY. Cutoff after end of trip or last log on. Maintain individual registration and organizational representative data in active file for 12 months. Send e-mail to registrant advising of no trip or other activity for 12 months. Automatically delete data if no response to e-mail in three-months. Automatically delete data for registrants with no e-mail address 15 months after notification. Indefinite term registrations of overseas residents are removed by posts when no longer needed for reference.

## 3. Management and Operations Records

Documentation. File consists of all final formal deliverables placed into the Consular Systems Division Project Repository. This documentation includes the SRS, SDS, User's Guide, Help Documentation, Programmer's Maintenance Manual, and final reports (regardless of medium) relating to a master file or data base that has been authorized by the GRS or a NARA-approved disposition schedule.

DISPOSITION: TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DISPOSITION AUTHORITY: GRS 20 Item 11a