

Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Bureau of Consular Affairs
3 Minor Subdivision	Office of Children's Issues
4 Name of Person with whom to confer William P Fischer	5 Telephone (include area code) 202-261-8369

Leave Blank (NARA Use Only)	
Job Number	N1-59-09-9
Date Received	4/8/09
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	10-19-09
Archivist of the United States <i>Michael J. Kelly</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 1 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     
  has been requested

Signature of Agency Representative Tasha M Thian <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 3/31/09
--	---------------------------------	------------------------------

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule		

**Bureau of Consular Affairs**  
**Directorate of Overseas Citizens Services**  
**Office of Children's Issues**  
**Records Disposition Schedule**

**1. Adoptions Tracking Service (ATS)**

**Description:** ATS is an electronic information system designed to track, monitor, and report on all adoption cases involving emigration from or immigration to the U.S. as mandated by the Intercountry Adoption Act of 2000 (IAA). Activities include monitoring organizations that provide inter-country adoption services, responding to adoption-related inquiries from the public and other interested stakeholders, reporting to Congressional representatives on inter-country adoptions involving U.S. citizens, producing mandatory annual reports to Congress, and communicating with all inter-country adoption stakeholders.

ATS supports the U.S. Central Authority for Inter-country Adoptions (USCA), which has inter-country adoption-related responsibilities involving U.S. citizens. The IAA designated the Department of State as U.S. Central Authority for Inter-country Adoptions under the Hague Adoption Convention. The day-to-day work of the U.S. Central Authority is the responsibility of the Bureau of Consular Affairs, Directorate of Overseas Citizens Services, Office of Children's Issues (CA/OCS/CI).

ATS records include the following types of information: unique identifier, case status and tracking information, application information, adoptive parent information, child information, Hague Convention documentation, inquiry and complaint information, and adoption agency information.

**Disposition:** Temporary. Cut off at end of calendar year when adoption case closes. Destroy 75 years after adoption case closed.

**DispAuthNo:** Pending