

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To. National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-059-09-15	Date Received 4/14/09
1 From (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Bureau of Diplomatic Security			
3 Minor Subdivision Office of Protection		Date 10-30-09	Archivist of the United States <i>Adrienne Thomas</i>
4 Name of Person with whom to confer Lois Chichester	5 Telephone (include area code) 202 663-2776		

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 4 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) 4/6/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 for the Protective Liaison Case Tracking System - POLCATS		

Office of Protection (DS/DO/P)
Records Disposition Schedule

Protective Liaison Division (DS/P/PL)

1.a. **Protective Liaison Case Tracking System (POLCATS)**

Description: Master File:
POLCATS is an information tracking system. It allows users to identify and assign protective staff to cases involving the protection of personnel and diplomatic contingents of dignitaries visiting the United States. POLCATS contains information about the subject of each case, the progress of the investigation, agents assigned to each case, cross references to other cases, other case-related information, and incident reports at foreign embassies.

Disposition: Temporary. Delete/Destroy Master File data 25 years after close of case or when no longer needed for law enforcement purposes, whichever is later.

DispAuthNo: Pending

1.b. **Protective Liaison Case Tracking System (POLCATS)
Inputs**

Description: Input/Source Records.

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as backup to, the electronic records.

DispAuthNo: GRS 20, items 2(a)(4)

1.c. **Protective Liaison Case Tracking System (POLCATS)
Inputs**

Description: Input/Source Records.

Electronic records entered into the system during an update process, and not required for audit and legal purposes.

Disposition Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2(b)

1.d. **Protective Liaison Case Tracking System (POLCATS)**

Description: Outputs: Ad hoc and recurring reports

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Pending

1.e. **Protective Liaison Case Tracking System (POLCATS)
Back-ups**

Description: System Backups: System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4(a)(1)

1.f. **Protective Liaison Case Tracking System (POLCATS)
Documentation**

Description: Documentation includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction 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.

DispAuthNo: GRS 20, items 11(a)(1)