Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)
Department of State

2. Major Subdivision
Bureau of Diplomatic Security

3. Minor Subdivision
Office of Overseas Protective Operations

4. Name of Person with whom to confer
Lois Chichester

5. Telephone (include area code)
202 663-2776

Leave Blank (NARA Use Only)

Job Number
N1-059-09-18

Date Received
4/27/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date
BRC 09

Archivist of the United States

6. **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition 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 note 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:

[X] is not required [ ] is attached [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Tasha Thian	Agency Records Officer	4/22/09

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 GRS or Superseded Job Citation	10.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 for the Security Incident Management Analysis System-SIMAS.		

Office of Overseas Protective Operations (DS/IP/OPO) Records Disposition Schedule

Facility Protection Division (DS/IP/OPO/FPD) Point of Contact: Stephan LeRoy

1a. **Security Incident Management Analysis System (SIMAS)**

Description: Master File:

SIMAS is a system application which allows users to enter and analyze surveillance and crime related information collected by government and foreign service personnel at U.S. Government facilities worldwide. SIMAS enables DoS staff to determine patterns of security incidents, share information with other posts, and enable Regional Security Officers (RSOs) to implement and manage counter-measures and analysis programs. Data captured includes descriptive information about suspects, vehicles, objects, criminals, and incidents/activities.

Disposition: Temporary. Delete/destroy master file data 25 years after incident or when no longer needed for security purposes, whichever is later.

DispAuthNo: Pending

1b. **Security Incident Management Analysis System (SIMAS)**

Description: Input/Source Records:

Hard copy (non-electronic) documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA- approved agency records schedule.

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 the backup to, the electronic records

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

1c. **Security Incident Management Analysis System (SIMAS) Inputs**

Description: Input/Source Records:

Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.

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) and 2(c)

1d. **Security Incident Management Analysis System (SIMAS)**

Description: Outputs:

Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRA 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as disclosure-free files allow public access to the data or;
- Produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before security NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item5

1e. **Security Incident Management Analysis System (SIMAS)**

Description: Outputs:

Printouts derived from electronic records created on an ad-hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they

are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.

DispAuthNo: GRS 20, item16

1.f. **Security Incident Management Analysis System (SIMAS)**

Description: System Backups:

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

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

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

1g. **Security Incident Management Analysis System (SIMAS)**

Description: System Documentation.

Includes systems requirements, system design, and user guides.

Disposition: 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, item 11(a)(1)