

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 Democracy, Human Rights and Labor
3 Minor Subdivision	Office of Executive Director
4 Name of Person with whom to confer	5 Telephone (include area code)
Lois Chichester	202 663-2776

Leave Blank (NARA Use Only)	
Job Number	NF-059-09-38
Date Received	6/29/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
9 June 11	

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 Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 6/24/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 International Vetting and Security Tracking system -INVEST		

**Bureau of Democracy, Human Rights and Labor
(DRL)**

1 a **International Vetting and Security Tracking - INVEST**

Description: Master File.

Invest is a web based system used by the Department to vet foreign candidates and units (Military, Police and other) to determine if they have committed gross human rights violations in the past prior to receiving funding, training or security assistance from the U.S. government. The records on individuals contain the following types of information. Name, ID Number, Date of Birth, Place of Birth, Sex, Unit type, Unit Name, Unit Alias, Rank and Final Decision.

The information for a Military Unit follows: Commander Name, Commander ID#, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit Type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit type, Branch Name, Branch Description and Final Decision.

The information for a Police Unit follows: Commander Name, Commander ID, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit Type, Branch/Precinct/Local Unit, Sub-Unit Name, Operation/Federal Level and Final Decision.

The information for a Other Unit follows: Commander Name, Commander ID, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit Type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit Type, Branch/Precinct/Local Unit, Sub-Unit Name, Operation/Federal Level and Final Decision.

Disposition: Temporary. Destroy/delete **ONLY** after the final decision to accept, reject or suspend training or funding is made and

forwarded to posts and the email has been captured as a "record email" in SMART and tagged with Subject TAGS PHUM

DispAuthNo: Pending

1.b. **International Vetting and Security Tracking – INVEST**

Description: Inputs/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, serve as back up to, master file or database, whichever is later.

DispAuthNo: GRS 20, item 2(b)

1.c. **International Vetting and Security Tracking – INVEST**

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, item 16

1.d. **International Vetting and Security Tracking – INVEST**

Description: Systems Backups:

Systems Backups and Tape Library Records. Backups 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 and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

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

1.e **International Vetting and Security Tracking – INVEST**

Description: Systems Documentation

Includes systems requirements, system design, and user guides.

Disposition: Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DisAuthNo: GRS 20, item 11(a)(1)