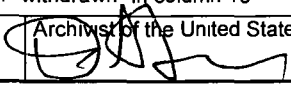


Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-059-09-40	Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
1 From (Agency or establishment) U.S. Department of State		Date Received 7/21/09	
2 Major Subdivision Bureau of Consular Affairs		Date 21 Aug 10 Archivist of the United States 	
3 Minor Subdivision Directorate of Overseas Citizens Services, American Citizens Services and Crisis Management (OCS/ACS)			
4 Name of Person with whom to confer William P. Fischer	5 Telephone (include area code) 202-261-8369		

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 	Title Agency Records Officer	Date (mm/dd/yyyy) 7/7/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	See Attached Schedule for American Citizens Services (ACS) System		

**Bureau of Consular Affairs
Directorate of Overseas Citizens Services (OCS)
American Citizens Services and Crisis Management (OCS/ACS)
Records Disposition Schedule**

1. American Citizens Services (ACS) system

Description: The American Citizens Services (ACS) system is an electronic case management application designed to track, monitor, and report on services provided to U.S. citizens traveling or living abroad. ACS supports domestic consular operations and consular activities at overseas Posts.

ACS records include case level data on the following types of citizen services: arrest cases; citizenship issues; death notifications; financial assistance cases; loss of nationality cases; lost and stolen passports; property cases; citizen registrations; and welfare and whereabouts cases. Record level data includes: biographic information, case information, and case activity log.

Disposition: TEMPORARY. Cut off when case closed/abandoned Destroy 3 years after cut off or when no longer needed, whichever is later.

NOTE: ACS case records are replicated to the Consular Consolidated Database each day for long-term recordkeeping.

DispAuthNo: Pending (Supersedes NARA Job No. N1-059-96-30, Item 1 and NARA Job No. N1-084-96-4, Item 1)

2. American Citizens Services Case Files [Consular Consolidated Database]

Description: Case files covering the following citizen services: arrest cases; citizenship issues; death notifications; financial assistance cases; loss of nationality cases; lost and stolen passports; property cases; citizen registrations; and welfare and whereabouts cases. Case level data includes: biographic information, case information, and case activity log.

Disposition: TEMPORARY. Cut off when case closed/abandoned. Destroy 20 years after cut off or when no longer needed, whichever is later.

DispAuthNo: Pending (Supersedes NARA Job No. NC1-59-77-28, items 2, 3, 4, 5, 6, 8a, 9a, and 9b and NARA Job No. NC1-84-78-9, items 1, 2, 3, 4, and 5)