

|                                                                                             |                                                 |
|---------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Request for Records Disposition Authority</b><br>(See Instructions on reverse)           |                                                 |
| <b>To National Archives and Records Administration (NIR)</b><br><b>Washington, DC 20408</b> |                                                 |
| 1 From (Agency or establishment)<br>Department of State                                     |                                                 |
| 2 Major Subdivision<br>Bureau of Diplomatic Security                                        |                                                 |
| 3 Minor Subdivision<br>Office of Investigations and Counterintelligence                     |                                                 |
| 4 Name of Person with whom to confer<br>Lois Chichester                                     | 5 Telephone (include area code)<br>202 663-2776 |

|                                                                                                                                                                                                                                              |                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Leave Blank (NARA Use Only)</b>                                                                                                                                                                                                           |                                                      |
| Job Number<br>N1-059-10-11                                                                                                                                                                                                                   |                                                      |
| Date Received                                                                                                                                                                                                                                |                                                      |
| <b>Notification to Agency</b><br>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<br>1 Jun 11                                                                                                                                                                                                                             | Archivist of the United States<br><i>[Signature]</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 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<br>Tasha M. Thian <i>[Signature]</i> | Title<br>Agency Records Officer | Date (mm/dd/yyyy)<br>4/1/10 |
|-------------------------------------------------------------------------|---------------------------------|-----------------------------|

| 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 Office of Investigations and Counterintelligence, Criminal Investigations Division (DS/ICI/CR) |                                  |                                 |

**Criminal Investigation Division**  
**(DS/DO/ICI/CR)**

**1. Criminal Investigative Case Files**

**Description:** Headquarters, Field Offices and Overseas Files. Files contain information on investigations that range from passport and visa fraud to smuggling, assault, and acts of terrorism, and they cover any investigations undertaken by DS, including, but not limited to, investigations internal to the Department of State. Files also consists of correspondence, reports, funds spent/received information, affidavits, subpoenas, except those subpoenas generated by a grand jury, search/arrest warrants, sworn statements, sentencing documents, evidence/property receipts, photos, copies of drivers licenses, birth and death certificates, passports, and other related documentation. Note that materials gathered during the execution of a search warrant may be in these files.

**Disposition:** Temporary. Cut off after case closes. Retire to RSC 10 years after closure for transfer to WNRC. Destroy 30 years after case closes. **Please note: All paper investigative records after January, 2007 must be scanned into electronic information system "IMS" except classified and grand jury information. Destroy only after paper records have 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 record. Additionally, if the Department of State becomes aware of any significant or precedent-setting cases that warrant permanent preservation, NARA should be notified and an independent appraisal of these cases should be conducted.**

**DispAuthNo:** Pending. (Supersedes NARA Job No.: N1-59-97-4, item 1a(1), 1a(2), 1b, 2a(1), 2a(2), and 2b)

**2. Interagency and Intraagency Agreement Files (MOAs and MOUs)**

**Description:** File contains originals and copies of Interagency and Intraagency Memoranda of Agreement (MOAs) or Memoranda of Understanding (MOU) with other U.S. Government agencies or other units within the Department of State to detect, deter and disrupt criminal organizations and individuals that pose a threat to national security and public safety. Includes memorandums

in support of MOAs or MOUs.

**Disposition:** Temporary. Destroy 10 years after termination of MOAs/MOUs.

**DispAuthNo:** Pending

**3. Program Files**

**Description:** Copies of information and/or action memoranda related to unit's mission, policy and procedural drafts and final products, manpower tables of organization, schedules, taskers, calendars and other staffing records.

**Disposition:** Temporary. Cut off file at end of each calendar year. Destroy 5 years after cut off date.

**DispAuthNo:** Pending

**4. ICI Status Reports**

**Description:** Any and all reports generated by the Office for dissemination, including but not limited to; monthly, quarterly or annual reports, any metrics related to the activities of the subordinate units of the office and any/all special reports created for upper management.

**Disposition:** Temporary. Cut off at end of calendar year. Destroy 5 years after cut off.

**DispAuthNo:** Pending

**5. Asset Forfeiture Program Budget Files**

**Description:** Consists of memorandums, worksheets, forms and requests for funding support for the asset forfeiture program from the Department of Justice.

**Disposition:** Temporary. Cut off at end of Fiscal Year. Destroy 7 years after funding is approved.

**DispAuthNo:** Pending

**6. Financial Crime Enforcement Network (FINCEN) Files**

**Description:** Copies of FINCEN requests and Department of the Treasury financial investigations.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** Pending