

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	Threat Investigations & Analysis Directorate (DS/DSS/TIA)
4 Name of Person with whom to confer	5 Telephone (include area code)
Robert Kogok	202-663-3903

Leave Blank (NARA Use Only)	
Job Number	N1-059-10-23
Date Received	9/30/10
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
3 Aug 2011	

**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) 09-23-2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 continuation pages		

**Continuation Pages**  
**SF-115 TIA Individual Office Review/Revisions**  
**Bureau of Diplomatic Security**  
**Diplomatic Security Services**  
**(DS/DSS)**

**Threat Investigations & Analysis Directorate (DS/DSS/TIA)**

The Threat Investigations and Analysis Directorate (TIA) became operational in April 2008. TIA is comprised of the Offices of Intelligence and Threat Analysis (TIA), the Diplomatic Security Command Center (CC), the Overseas Security Advisory Council (OSAC), and Protective Intelligence and Investigations (PII), which includes the Rewards for Justice Program (PII/RFJ). The purpose of the organization is to synergize the way DS manages the threat process. TIA is the primary point of focus for all threat investigations, analysis, and dissemination.

**Front Office**

**1. Program and Policy Files**

Description: Files include documents related to the feasibility and establishment of the Directorate including an action memorandum related to an impact assessment on the new Directorate. Files also contain information that documents the decisions and policies of the organization and includes reports, memoranda, and e-mails.

Disposition: PERMANENT. Cutoff at the end of the calendar year. Retain in office area for 5 years and retire to Records Service Center. Transfer to the National Archives when 25 years old in a format acceptable at that time.

DispAuthNo: New item

**2. Project Planning Files**

Description: Files contain administrative project planning records, implementation schedules, etc., related to a variety of evolving DSS/TIA projects.

Disposition: TEMPORARY. Cutoff after project is completed. Retain 5 years after project is completed and then destroy/delete.

DispAuthNo: New item

### **3. Subject Files**

Description Files consist of memoranda, procedures, charts and graphs, announcements, correspondence and other records that document general non-program-related activities of the organization. Files include agency-to-agency memorandums of understanding, standard operating procedures, IT inventory requests, requests for compensation for overtime activities, and other similar records created for routine work. Filed by subject and office. Record copy is maintained by action office.

Disposition TEMPORARY Retain for 5 years and then destroy/delete

DispAuthNo. New item