

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	Command Center (DS/DSS/CC)
4 Name of Person with whom to confer	5 Telephone (include area code)
Cornelius Kelliher	202-261-8684

Leave Blank (NARA Use Only)	
Job Number	N1-059-10-25
Date Received	9/30/10
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
14 Nov 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Reviews
Bureau of Diplomatic Security
Diplomatic Security Services
(DS/DSS)

Command Center (DS/DSS/CC)

1. Spot Reports

Description: File contains reporting processed as cable traffic and/or word document input information that is an up-to-the-minute snapshot of what is going on domestically and overseas. Reports are produced to advise the Secretary of State and other officials of threats and incidents and are used as a trend and analysis tool for ITA.

Disposition: TEMPORARY Destroy/delete when 20 years old or when no longer needed, whichever is sooner

DispAuthNo: New item

2. Diplomatic Security Daily

Description: Consists of a culmination of information prepared by multiple DS offices and produced by the Command Center on a daily basis, Monday – Friday. Reports are classified and are edited and maintained electronically in cable form minus pictures and other graphics in PDF format.

Disposition: TEMPORARY Destroy/delete when 30 years old

DispAuthNo: New item