

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	Rewards for Justice Program (DS/DSS/PII/RFJ)
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	NL-059-10-26
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
17 Oct 11	[Signature]

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 2 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 for 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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
Bureau of Diplomatic Security
Diplomatic Security Services
(DS/DSS/TIA)**

Rewards for Justice Program (PII/RFJ)

1. Rewards for Justice Counter-Terrorism Information Files

Description Files may contain original memos from USG federal agencies nominating sources, Action Memoranda, Backgrounders (containing Interagency Rewards Committee (IRC) recommendation and vote outcome for the Secretary of State's approval), minutes from IRC meetings, letters to the Attorney General for his/her concurrence, Reward Program Participant (RPP) receipts, reports to Congress, and any additional correspondence with the source or nominating agency Arrange files according to the year the RPP was first nominated and the sequence in which the RPP was first brought to the attention of the RFJ program, i.e., Rewards Program Participant 10-01 denotes the year 2010 and the first source of the year Arranged by fiscal year

Case Files

Disposition PERMANENT Retain in office Transfer to National Archives 25 years after case is closed (Supersedes N1-059-94-43, item 78 and N1-059-94-43, items 76a, 76b, and 76c)

DispAuthNo New item

2. Rewards for Justice (RFJ) Files for Terrorists Who Are Added or Removed from the RFJ Most Wanted List

Description Files may contain the original request from USG agencies requesting the addition or removal of a terrorist from the RFJ Programs Most Wanted List and, e-mails pertaining to the same subject, Action Memoranda, Backgrounders, and any related intelligence reports pertaining to the same issue Arrange files by calendar year and then alphabetically within each year

Case Files

Disposition PERMANENT Retain in office Transfer to the National Archives 25 years after case is closed (Supersedes N1-059-94-43, items 76a, 76b, and 76c (2))

DispAuthNo New item

3. Publicity Material

Description Contains posters, brochures, matchbooks/matchboxes, CDs, DVDs, and other hardcopy items used to promote the RFJ Program

a. Posters, brochures, and other hardcopy items.

(1) Record Set – Contains copy of each poster, brochure, and printed artwork for non-standard publicity or promotional materials (e.g. matchbooks/match boxes, etc.) or other hardcopy item

Disposition PERMANENT Cutoff annually by fiscal year Retain copies of publicity materials as needed Retire 2 copies of each promotional material to RSC at the end of each fiscal year Transfer to National Archives in 5 year blocks when 5 years old and in a format acceptable to National Archives at the time of transfer (Supersedes N1-059-94-43, item 79a (1))

DispAuthNo New item

b. Audio-Visual Materials

(1) English language version of audio and video productions

a One copy in a professional audio-visual format

Disposition PERMANENT Cutoff annually by fiscal year Retain copies of audio-visual materials as needed Transfer one copy of each A/V production to the National Archives when 5 years old in a format acceptable at the time of transfer (Supersedes N1-059-94-43, item 79b (1) (a))

DispAuthNo New item

September 29, 2011