

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Bureau of Intelligence and Research (INR)
3 Minor Subdivision	Office of the Geographer - War Crimes and Atrocities Division (INR/GGI)
4 Name of Person with whom to confer	5 Telephone (include area code)
Katherine Kirkpatrick (A/GIS/IPS/RA)	202-261-8426

<b>Leave Blank (NARA Use Only)</b>	
Job Number	<b>NI-059-10-28</b>
Date Received	<b>9/30/10</b>
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
<b>23 August 2011</b>	<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 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 <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <b>9/13/2010</b>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Bureau of Intelligence and Research , Office of the Geographer War Crimes and Atrocities Division See continuation pages		

**Office of the Geographer and Global Issues  
War Crimes and Atrocities Division**

**SF-115 Continuation Pages**

1 Subject/Country Files

Description Contains files of War Crimes and Atrocities Division including such materials as action memorandums, e-mails, assessments, cables, intelligence reports, memorandums, biographic reports Arranged alphabetically in chronological order 1996 to present

Disposition PERMANENT Cut-off annually Retain in office one year after cut-off, then retire to the Records Service Center Transfer to the National Archives when 25 years old

DispAuthNo New Item

2 Tribunal Request Files

Description Files contain items created in response to tribunal requests Requests are received via cable and are tasked out to various agencies The responses are gathered, packaged and assembled by the office The completed response is sent as a cable to the requesting tribunal Both requests and responses are filed by year and case number

a Hard copy Contains copies of request letters, correspondence, and response packets Filed by case number

Disposition PERMANENT Cut-off closed cases annually Retain in office one year after cut-off, then retire to the Records Service Center Transfer to National Archives when 25 years old

DispAuthNo New Item

b Database Contains catalogue of requests and transmittal receipts used for tracking Data elements include USRN number, original title of document, report number, page count and pages to customer, comments, tracking dates, and source

Disposition PERMANENT Cut-off entries of closed cases annually Retain in office one year after cut-off, then retire to the Records Service Center Transfer to National Archives with corresponding hard copy files when 25 years, in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer.

DispAuthNo New Item