

**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 Intelligence and Research

3. MINOR SUBDIVISION  
Information Services Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Pat Magin

5. TELEPHONE  
647-6021

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-59-94-13

DATE RECEIVED  
2/25/97

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
9-30-97

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

**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 3 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; or  has been requested.

DATE: 2/4/97

SIGNATURE OF AGENCY REPRESENTATIVE: *Kenneth A. Rossman*

TITLE: *Acting Chief Programs and Policies Division*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>INR Information Support System (INRISS)</p> <p>The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).</p> <p>a. Public Databases.</p> <p>(1) Collateral Destroy when no longer needed.</p> <p>(2) State Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.</p>		

OCT 17 1997 MRR copy to: Agency, NWEE  
NWDB

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(3) SCI</p> <p>Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.</p> <p>(4) FBIS</p> <p>Destroy when no longer needed.</p> <p>(5) News</p> <p>Destroy when no longer needed.</p> <p>b. Non-public Databases</p> <p>(1) CLO</p> <p>Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.</p> <p>(2) SPE</p> <p>Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.</p> <p>c. Profiles</p> <p>Destroy when no longer needed.</p>		

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	<p>d. Message, telegram and report documentation</p> <p>Documentation includes, but is not limited to, the user manuals, systems descriptions, baseline requirements reports, reports, the record layout/file structure and codes for any fielded data element within a record or its envelope. When available, the documentation for each separate file will include any additional information about the content and organization of the file and/or the context in which the messages were collected within the physical file.</p> <p>PERMANENT. Transfer a copy of the systems documentation to the National Archives with the records described above in Items 1(a)(2), 1(a)(3), 1(b)(1) and 1(b)(2). Transfer any updates to the documentation with subsequent transfers of records.</p>		