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 Consular Section	
3 MINOR SUBDIVISION All Foreign Service Posts	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Marria Braden	647-6011

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 _____ 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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/13/96	Kenneth F. Rossman	Department of State Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Citizen Services System (CSS) This on-line tracking and case management system provides an index of U.S. citizens registered in a consular district. The system supports arrest case tracking and reporting, maintains welfare and whereabouts records, produces doctor and lawyer referral lists for U.S. citizens abroad and stores lookout records received from the Department. CSS maintains a U.S. citizen alert warden system for emergencies, updates the post's directory of registration, passport and arrest data and provides passport applicant namecheck. DISPOSITION: Destroy when active use ceases.		

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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
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