### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408  

1. **FROM** (Agency or establishment)  
Department of the Treasury  

2. **MAJOR SUBDIVISION**  
Executive Office Terrorist Financial Crimes  

3. **MINOR SUBDIVISION**  
Office of Foreign Assets Control (OFAC)  

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Rosalye Settles/Veronica Marco (622-2477)  

5. **TELEPHONE**  
622-1281  

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,  

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

**DATE**  
08/08/2003  

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Veronica D. Marco  

**TITLE**  
Chief, Records Management Services Branch  

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**ITEM NO.**  

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  

This SF-115 is being submitted to revise Item 39, Job #N1-056-02-4  

Change series title from: Compliance Division Correspondence Files to:  

39. Financial Transactions Files - Correspondence documenting Compliance action and activities that do not require the creation of a project or case file.  

   a) Fax Authorizations - Authorizations issued for processing payments that can be processed only with OFAC's authorization.  


   b) Fax Releases - Authorizations issued for the release of funds that were blocked in error by a financial institution.  


   c) Phone Licenses - One-time license authority to release funds via fax for personal and small amounts below an established dollar amount.  

   Disposition: Temporary. Cut off annually. Destroy on site 1 year after cut off.  

   d) Electronic Mail Inquires - Inquires requesting information on OFAC regulations.  

   Disposition: Temporary. Cut off annually. Destroy on site 1 year after cut off.  

Note: Electronic Compliance data in Oracle is scheduled in the records of the Information Technology Division, item 18b3  

**DATE**  
11-19-03  

**SIGNATURE**  
[Signature]  

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**STANDARD FORM 115 (REV 3-91)**  
Prepared by NARA  
36 CFR 1228