**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>Date received</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-559-08-1</td>
<td>11/15/07</td>
</tr>
</tbody>
</table>

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

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

2. **MAJOR SUBDIVISION**  
   Financial Crimes Enforcement Network

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER**  
   Steve Rudzinski

5. **TELEPHONE NUMBER**  
   703-905-3845

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 needed now 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**  
Nov 8, 2007

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Steve Rudzinski

**TITLE**  
Records Officer

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Crimes Enforcement Network</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office of Security</td>
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<tr>
<td></td>
<td>Foreign Travel Data Base</td>
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</tbody>
</table>

The Foreign Travel Data Base is an automated notification system used to account for FinCEN travelers abroad in official travel status. The database is pre-populated with information from the FinCEN administrative database (i.e., name, organization, phone number, etc). The Office of Security requests updates from the employee on travel to include, but not limited to, travel itinerary, emergency contact information, government equipment taken on trip, passport number, briefing and de-briefing information.

Disposition: Temporary. Destroy 3 years after separation or transfer of employee.

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**PREVIOUS EDITION NOT USABLE**

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA 36 CFR 1228