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 Diplomatic Security	
3. MINOR SUBDIVISION Office of Anti-Terrorism Assistance Program	
4. NAME OF PERSON WITH WHOM TO CONFER Tasha Thian	5. TELEPHONE (202) 261-8424

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
6/18/07	*[signature]*

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_____6_____ 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
12/7/2006	Margaret G. Peppe *Margaret G. Peppe*	Department Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached pages.		

[handwritten] 10/23/07 Copies Sent to Agcy, NWMS, NWMW, NWCTC

115-109

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PREVIOUS EDITION NOT USABLE

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

(5/11/07)

Office of Anti-Terrorism Assistance Programs
Records Disposition Schedule

1. Daily and Weekly Activity Reports

Description:
a. Recordkeeping copies. File contains summaries of the weekly activities of PM/CPP. Arrange annually or other specific time period.

Disposition:
TEMPORARY: Cutoff at end of calendar year. Hold in current file area and destroy when 3 year old.

b. Electronic copies produced on electronic mail and word processing systems.

Disposition:
TEMPORARY: Delete from the email system after copying to a recordkeeping system. Delete from the word processing system when no longer needed for update or revision.
DispAuthNo: GRS 20, item 13 and item 14

2. Country Assessment Report File

Description:
Files contain assessment reports, regardless of media, documenting the threat analysis (capability of a foreign country to ward off threat and the level of the threat). File also contains pre-assessment country survey, country assessment report (narrative and quantitative) and threat exploitation matrix.

a. Record copy of Country Assessment Reports (hard copy).
Disposition:
PERMANENT. Cut off annually. Retire to records center ten years after cut off. Transfer to the National Archives when 25 years old.

b. All other copies and supporting material (electronic or paper).

Disposition:
TEMPORARY: Destroy when no longer needed.

3. Weapons Control File

Description:
Files created in the procurement of weapons (guns and ammunition) to support overseas training courses. Records used to compile master file to track weapons procured and turned over to foreign countries after course completion. Files include DSP-83 Form (*Non-Transfer and Use Certificate*), which is used to approve the transfer of weapons and technology. Files maintained according to country receiving weapons and by weapon serial number. Files span 2002 to present.

Disposition:
TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 years after cutoff, and then transfer to the records center. Destroy 10 years after cut off.

4. Weapons Log

Description:
This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.

Disposition:
TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 years after cutoff, and then transfer to the records center. Destroy 10 years after cut off.

5. Ammunition Inventory Records

Description:
The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.

Disposition:
TEMPORARY: Cut off at the end of the calendar year. Maintain in the office for 3 years after cut off, and then transfer to the records center. Destroy 10 years after cut off.

6. Passport and Visa File

Description:
Files contain correspondence required in the process of applying for diplomatic and official passports and visas for staff personnel and contractors who perform tasks outside the U.S. Files include actual passports returned upon completion of task. Files arranged alphabetically by individual's name. Files span 2003 to present.

Disposition:
TEMPORARY: Forward returned passport books to DOS Passport Office when no longer required. Destroy passport or visa correspondence files when five years old or upon separation of the bearer, whichever is sooner.

7. Interagency Agreement File

Description:
Files contain copies of Interagency Agreements (MOAs) with other U.S. Government and military agencies to provide training support requiring specific expertise. Files include cables, memoranda, and procurement contracts created in support of the MOAs. Files span 1993 to present. DS Contracts and Procurement (CAP) maintains the official file for MOAs.

Disposition:
TEMPORARY: Destroy upon termination of MOA or when no longer needed.

8. Counter-Terrorism Program Management Information System (CTPMIS)

Description:
CTPMIS tracks all ATA financial transactions and scheduling processes, and provides the ability to accurately store financial data for events and operations; easily retrieve information about students and courses provided per location and country; retrieve real-time spending financial data per event and country; training schedules, purchase orders, contract files, students/alumni, travel, medical invoices; and store records of future events.

Inputs: Include financial data such as task orders, interagency agreements, fiscal cables, invoices, course schedules, and Notice of Change Forms.

Outputs: Include reports such as Obligations Summary Report, Obligations Cost Detail, Vendor Detail, Annual Plan for Appropriations, Chronological Program Activities, and Event Summaries that are used to track expenditures. Data is drawn from this system to prepare the Monthly Variance Report and Annual Reports to Congress.

Data spans 1987 to present. DS Chief Technology Officer (CTO) manages this system.

Disposition:
TEMPORARY: Destroy when data is 6 years 3 months old or when no longer needed, whichever is longer.

9. Student Pre and Post Knowledge and Skills Surveys

Description:
Files created, regardless of media, contain baseline on student's knowledge of subject prior to receiving course and student's level of knowledge after taking course used to measure and evaluate ATA course curriculum and instructor. Also included are student evaluations of course.

Disposition:
TEMPORARY: Destroy 9 years after revision or termination of course.

10. Independent Evaluation of ATA Courses

Description:
File contains documents, regardless of media, including evaluation reports of instructor, course materials, course content and delivery prepared by outside independent contractors.

Disposition:
TEMPORARY: Destroy 9 years after revision or termination of course.

11. ATA Course Materials

Description:
a. Active Courses File. Contains records, regardless of media, including plans of instruction, student evaluations, pre and post test scores, equipment lists, multi-lingual course curriculum, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and administrative records related to course materials.

Disposition:
TEMPORARY: Destroy 9 years after course has been revised or terminated.

Description:
b. Course Development Working File. Contains materials, regardless of media, including working drafts of Anti-terrorism Assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence, memorandums, and evaluations to ongoing development and revision.

Disposition:
TEMPORARY: Transfer data to Active Courses File upon completion of development. Destroy working drafts 1 year after development or revision is completed and course is approved.

12. Training Activities Support File

Description:
Documents, regardless of media, related to the implementation of specific training assistance, including: offer of training, post response to offer, contracted instructor information, country clearances, logistical and financial data, relevant cables, participants rosters and itinerary, training provider task orders and contract, inventory of equipment, Form DSP-83 *(Non-Transfer and Use Certificate),* which is used to approve the transfer of weapons and technology, end of course/training evaluation reports, program officer evaluation reports, escort reports, and incident reports. Files arranged alphabetically by country, in chronological order on fiscal year basis. Files span from 2001 to present.

Disposition:
TEMPORARY: Destroy when 5 years old.

13. Country Assistance Plan

Description:
Country Plan, regardless of media, consists of ATA historical relationship, country profile, country counterterrorism strengths, ATA/country strategy, country program review, training needs assessment, and budget plan for training. Records span 2004 to present.

a. Record copy of Country Assistance Plans (hard copy)

Disposition:
PERMANENT. Cut off when superseded or in ten years, whichever is sooner. Retire to records center when ten years old. Transfer to the National Archives when 25 years old.

b. All other copies and supporting material (electronic or paper).

Disposition:
TEMPORARY. Destroy when no longer needed.

14. Office Administrative Scheduling File

Description:
Contains records, regardless of media, that monitor operation schedules for entire division and applies new curriculum to schedule. Consists of course offer cable, country acceptance cable, and list of country participants. Used to develop fiscal year training schedule for TMD.

Disposition:
TEMPORARY: Block annually. Destroy when 3 years old or when no longer needed, whichever is later.

15. Training Activities Support File

Description:
Documents, regardless of media, related to the implementation of specific training assistance, including: offer of training, post response to offer, contracted instructor information, country clearances, logistical and financial data, relevant cables, participants rosters and itinerary, training provider task orders and contract, inventory of equipment, Form DSP-83 *(Non-Transfer and Use Certificate),* which is used to approve the transfer of weapons and technology, end of course/training evaluation reports, program officer evaluation reports, escort reports, and incident reports. Files arranged alphabetically by country, in chronological order on fiscal year basis. Files span from 2001 to present.

Disposition:
TEMPORARY: Destroy when 5 years old.

16. Annual Report to Congress on the Antiterrorism Assistance Program

Description:
This item covers the Annual Report submitted to Congress on the Antiterrorism Assistance Program. The Annual Report provides documentation of fiscal year program activities, program accomplishments, and program structure. The Annual Report also provides a statistical snapshot of program activities such as the number of needs assessments and program reviews conducted during the reporting period, the number of courses taught during the reporting program, and the number and names of countries participating in the program.

a. Record copy (hard copy).
Disposition:
PERMANENT. Cut off annually. Retire copy of each issuance to record center in ten-year blocks for immediate transfer to the National Archives.

b. All other copies (electronic or paper).
Disposition: TEMPORARY: Destroy when no longer needed.