

| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)  |  | LEAVE BLANK (NARA use only)  |   |
|---|--|--|---|
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |  | JOB NUMBER<br><i>N1-056-03-11</i>  |   |
| 1. FROM (Agency or establishment)<br>Department of the Treasury   |  | DATE RECEIVED<br><i>8/20/03</i>  |   |
| 2. MAJOR SUBDIVISION<br>Executive Office Terrorist Financial Crimes   |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3. MINOR SUBDIVISION<br>Office of Foreign Assets Control (OFAC)   |  |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Rosalye Settles/Veronica Marco (622-2477)  | 5. TELEPHONE<br>622-1281   | DATE<br><i>11-19-03</i>  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |   |
| DATE<br>08/08/2003  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Veronica T. Marco</i>   | TITLE<br>Chief, Records Management Services Branch   |   |
| 7. ITEM NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                      |
|   | <p>This SF-115 is being submitted to revise Item 39, Job #N1-056-02-4</p> <p>Change series title from: Compliance Division Correspondence Files to:</p> <p>39. Financial Transactions Files - Correspondence documenting Compliance action and activities that do not require the creation of a project or case file.</p> <p style="padding-left: 20px;">a) Fax Authorizations - Authorizations issued for processing payments that can be processed only with OFAC's authorization.</p> <p>Disposition: Temporary. Cut off annually. Destroy on-site 2 years after cut-off.</p> <p style="padding-left: 20px;">b) Fax Releases - Authorizations issued for the release of funds that were blocked in error by a financial institution.</p> <p>Disposition: Temporary. Cut off annually. Destroy on-site 2 years after cut-off.</p> <p style="padding-left: 20px;">c) Phone Licenses - One-time license authority to release funds via fax for personal and small amounts below an established dollar amount.</p> <p>Disposition: Temporary. Cut off annually. Destroy on site 1 year after cut off.</p> <p style="padding-left: 20px;">d) Electronic Mail Inquires - Inquiries requesting information on OFAC regulations.</p> <p>Disposition: Temporary. Cut off annually. Destroy on site 1 year after cut off.</p> <p>Note: Electronic Compliance data in Oracle is scheduled in the records of the Information Technology Division, item 18b3</p> <p><i>cc Agency DR NARA</i></p> |  |   |