

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		SAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-059-09-3</i>	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED <i>10/8/08</i>	
2 MAJOR SUBDIVISION Office of the Legal Adviser		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Treaty Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Robert A Kogok	5 TELEPHONE (202) 663-3903	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>

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 1 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, is attached, or has been requested

DATE <i>9/30/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE Tasha M Thian <i>Tasha M Thian</i>	TITLE Department Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 page		

Office of Treaty Affairs (L/T)

Treaty Information Management System (TIMS)

Description

The Treaty Information Management System (TIMS) is a cumulative database of all treaties in force and terminated treaties since 2004 which is used as an electronic indexing system to track and manage information about treaties, agreements, and international acts of the United States. The following types of information are included in the database title, instrument type, status, signatories, subject, Treaties and other International Acts Series (TIAS) number, entry into force information, approval information, and duration and termination information

Disposition PERMANENT

~~Create database snapshot every 10 years and pre-accession to National Archives beginning at end of calendar year 2009. Transfer legal custody of snapshot to National Archives when 25 years old~~

⁵ ~~as per email from Bob Koyak, 7/25/09~~ -Eug
Transfer annual snapshot of data to the National Archives when 25 years old and thereafter, send a snapshot every 10 years, or sooner if the system is discontinued or if records are migrated to another system that changes the record content - EWS 2/16/11

DispAuthNo New Item

Related Records NARA Job No N1-59-07-12, Items 1 and 2 cover the permanent record copies of the treaties, agreements, and TIAS publications indexed in TIMS
NARA Job No N1-59-07-12, Item 6 covers a related index card file

Restrictions TIMS is a classified system and restricted under FOIA b (1)

Current Volume approximately 10,000 records