

Request for Records Disposition Authority

Records Schedule Number DAA-0370-2017-0002
Schedule Status Approved
Agency or Establishment National Oceanic and Atmospheric Administration
Record Group / Scheduling Group Records of the National Oceanic and Atmospheric Administration
Records Schedule applies to Major Subdivision
Major Subdivision National Marine Fisheries Service
Minor Subdivision Office of Law Enforcement
Schedule Subject National Marine Fisheries Service, Office of Law Enforcement,
Electronic Case Management System (CMS)
Internal agency concurrences will be provided No

Background Information NOAA Fisheries Office of Law Enforcement's (OLE) case management system (CMS) is a web based records management system designed to facilitate the entry, management, and reporting of law enforcement collected data. The system enables National Oceanic and Atmospheric Administration's (NOAA) OLE personnel to capture, inquire, and display information regarding law enforcement activities such as: compliance assistance, education and outreach, patrols, investigations, individuals, businesses, conveyances, seized property and evidence, and other types of data. Incident tracking management, investigative and performance metrics analyses and reporting are the primary objectives of this system.

Data is entered into the system by OLE agents, officers, operational and support staff from paper and electronic sources consisting of law enforcement sensitive data, Personally Identifiable Information, Business Identifiable Information, and open source materials. Data is also sourced from an interface with prior OLE case management systems prior case management systems, as well as the Office of General Counsel—Enforcement Section's system. This system supersedes the Law Enforcement Accessible Database system (LEADS), N1-370-11-003, item 1513-17. Hard copies of the Violation Investigative Case Files are currently scheduled under, N1-370-90-003, item 1513-01.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0370-2017-0002

Sequence Number	
1	Office of Law Enforcement, Electronic Case Management System
1.1	Investigative Case Files Disposition Authority Number: DAA-0370-2017-0002-0001

Records Schedule Items

Sequence Number					
1	Office of Law Enforcement, Electronic Case Management System				
1.1	Investigative Case Files				
	Disposition Authority Number DAA-0370-2017-0002-0001				
	The master file consists of data scanned or manually entered and validated in the CMS which includes information on compliance assistance, education and outreach, patrols, investigations, arrests, information on individuals and businesses, conveyances, seized property and evidence, and other related data.				
	Final Disposition Temporary				
	Item Status Active				
	Is this item media neutral? Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>1513-17</td> <td>Office of Law Enforcement</td> </tr> </table>	Manual Citation	Manual Title	1513-17	Office of Law Enforcement
Manual Citation	Manual Title				
1513-17	Office of Law Enforcement				
	GRS or Superseded Authority Citation N1-370-11-003				
	Disposition Instruction				
	Retention Period Destroy no sooner than 10 year(s) after case is closed but longer retention is authorized				
	Additional Information				
	GAO Approval Not Required				

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/08/2017	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
07/13/2017	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/17/2017	Submit For Certification	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
07/17/2017	Certify	Andre Sivels	Records Officer	Office of the Chief Administrators Office - Audits and Information Management
10/17/2017	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist