

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2011-0020
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Major Subdivision
Major Subdivision INTERPOL - Washington (United States National Central Bureau)
Schedule Subject OA ENVOY System
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2011-0020

Sequence Number	
1	Master File Disposition Authority Number: DAA-0060-2011-0020-0001
2	Inputs
2.1	Source Documents Disposition Authority Number: DAA-0060-2011-0020-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 505 411">Master File</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0060-2011-0020-0001</p> <p data-bbox="345 485 1521 789">The system contains electronic versions of criminal and non-criminal case files and related informatino which support the law enforcement and humanitarian functions performed by INTERPOL Washington. The data includes information concerning individuals, businesses and travel documents. These case files contain names, aliases, places and dates of birth, addresses, photographs and physical descdrptions, various identification numbers, DNA records or profiles, reason for the records or lookouts. Since 1975 files have been arranged by calendar year, month and sequential numbers that are regenerated after every calendar year.</p> <p data-bbox="345 810 919 842">Final Disposition Temporary</p> <p data-bbox="345 863 850 894">Item Status Active</p> <p data-bbox="345 915 805 947">Is this item media neutral? No</p> <p data-bbox="345 968 1390 999">Explanation of limitation Master File of Electronic Information System</p> <p data-bbox="345 1020 821 1146">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1167 821 1262">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1283 1065 1335">GRS or Superseded Authority Citation N1-60-99-008, item 2</p> <p data-bbox="345 1377 659 1409">Disposition Instruction</p> <p data-bbox="345 1430 1373 1461">Cutoff Instruction Cut off when files are closed in the system.</p> <p data-bbox="345 1482 1170 1514">Retention Period Destroy 7 year(s) after cutoff</p> <p data-bbox="345 1556 659 1587">Additional Information</p> <p data-bbox="345 1608 951 1640">GAO Approval Not Required</p>
2	<p data-bbox="345 1671 431 1703">Inputs</p>
2.1	<p data-bbox="345 1724 618 1755">Source Documents</p> <p data-bbox="345 1776 1154 1808">Disposition Authority Number DAA-0060-2011-0020-0005</p> <p data-bbox="345 1829 1521 1919">Source documents that are not input into the system and documentation relating ot domestic notices that may be maintained in paper files for ease of review.</p>

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
GRS or Superseded Authority Citation	N1-60-99-8, item 1
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year after the case is closed.
Retention Period	Destroy 7 year(s) after cutoff
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
09/28/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/23/2012	Submit for Concurrency	Rebekah Meservy	Sr. Records Analyst	National Archives and Records Administration - Records Management Services
05/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/24/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/04/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist