

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0001**
 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 **Civil Division**
 Minor Subdivision **Office of Foreign Litigation**
 Schedule Subject **Foreign Evidence Request Management System (FERMS)**
 Internal agency concurrences will be provided **No**

Background Information **FERMS is an electronic information system that the Civil Division's Office of Foreign Litigation uses to record and track the status of requests for the collection of evidence in the United States made by foreign countries through the Hague Evidence Convention and other diplomatic channels. It records basic information about evidence requests, such as the country of origin, date the request was received, fiscal year, channel (treaty or agency through which a request is transmitted), foreign case name, DJ number, foreign reference number, court docket number, forwarding authority, execution status, hearing date, closure date, any notes associated with the case, and information about witnesses, including the witness name, type of evidence requested, USAO, Federal agency, witness status, USAO/Federal agency referred date, USAO/Federal agency returned date, and the foreign return date. Users can add tickler information to track the status of request actions and can follow up through calendaring. Additionally, users can create links to related documents that are uploaded and stored in a specific folder on a shared drive of the Civil Division's office automation system. These documents can be viewed only by those who have been granted access, but all users can see the links. All FERMS users may view, search, and edit evidence requests records.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0001

Sequence Number	
1	Master File Disposition Authority Number DAA-0060-2012-0001-0002
2	Outputs Disposition Authority Number DAA-0060-2012-0001-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="384 421 550 453">Master File</p> <p data-bbox="384 474 1177 506">Disposition Authority Number DAA-0060-2012-0001-0002</p> <p data-bbox="384 527 1524 1155">All data is maintained online within the application except for the linked documents, which are stored on a shared drive of the Civil Division's office automation system. For each evidence request tracked, the data fields include the country of origin, date the request was received, fiscal year, channel, foreign case name, DJ number, foreign reference number, court docket number, forwarding authority, execution status, hearing date, closure date, any notes associated with the case, and information about witnesses, including the witness name, type of evidence requested, USAO, Federal agency, witness status, date referred to USAO/Federal agency, date returned by USAO/Federal agency, and the date returned to the foreign requestor. The masterfile includes similar read-only data concerning earlier evidence requests migrated to FERMS from the previous version of the system. The masterfile includes tickler information used to track the status of request actions and to follow up through calendaring, such as the tickler description, follow-up date, closure information, and notes. The system incorporates links to related electronic input documents stored on a shared drive of the Civil Division's office automation system, and the masterfile contains the filenames of those documents and descriptions of their contents.</p> <p data-bbox="384 1176 946 1208">Final Disposition Temporary</p> <p data-bbox="384 1229 880 1261">Item Status Active</p> <p data-bbox="384 1283 847 1315">Is this item media neutral? Yes</p> <p data-bbox="384 1336 847 1453">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="384 1474 847 1559">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1602 698 1634">Disposition Instruction</p> <p data-bbox="384 1655 1227 1687">Cutoff Instruction Cut off when the case is closed</p> <p data-bbox="384 1708 1210 1740">Retention Period Destroy 30 year(s) after cutoff</p> <p data-bbox="384 1783 698 1815">Additional Information</p> <p data-bbox="384 1836 979 1868">GAO Approval Not Required</p> <p data-bbox="384 1889 500 1921">Outputs</p>
2	

Disposition Authority Number	DAA-0060-2012-0001-0003
Management, Tracking, and Ad Hoc Reports	Reports include online display, printed, and exportable electronic reports consisting of detailed lists or summary statistical information concerning open cases already referred by country or by USAO/Federal agency, open cases not yet referred by country or by received date, cases received by country, cases referred by USAO/Federal agency, executed requests not yet returned to requestors by country or by USAO/Federal agency return date, and generic case reports that detail all the information entered into the system about any given case
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year
Retention Period	Destroy 1 year(s) after cutoff or when no longer needed to conduct agency business occurs, whichever is sooner
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
11/15/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
06/07/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
06/13/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/14/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist