

## Request for Records Disposition Authority

Records Schedule Number           DAA-0060-2012-0015  
 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                 Criminal Division  
 Minor Subdivision                 Office of International Affairs (OIA)  
 Schedule Subject                 Extradition and MLAT Tracking System  
 Internal agency concurrences will be provided   No

Background Information           The Criminal Division, Office of International Affairs (OIA) utilizes two systems that are integrated into the following Oracle applications and referred to as Extradition Tracking (EXTRA) & Mutual Legal Assistance Tracking (MLTA) EXTRA is used to record all incoming and outgoing requests for fugitive extraditions Detail information such as the fugitive, requesting country or district, crimes involved, extensive notes and remarks, attorneys involved and contact information are stored with each request The MLAT application tracks all requests for judicial assistance received from and directed to foreign governments Detail information such as assignments, dates, requesting country or district, treaty issues, extensive notes and remarks, and contact information stored with each request

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2012-0015

Sequence Number	
1	Master File
1 1	OIA Extra Tracking System Disposition Authority Number DAA-0060-2012-0015-0002
1 2	OIA MLA Tracking System Disposition Authority Number DAA-0060-2012-0015-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b> The EXTRA master file contains data related to all incoming and outgoing requests for fugitive extraditions</p>
1 1	<p><b>OIA Extra Tracking System</b> Disposition Authority Number      <b>DAA-0060-2012-0015-0002</b></p> <p>The master file of the OIA Extra Tracking System includes the following fields, but not limited to, General Section Tab, Control Number, Fugitive Name, Public Official, Received/Opened, Prison Release Date, Notify Prior to Release, Open, Closed, Closed Date, Inquiry Only, Red Notice, Fugitive Unit, Passport Rvked, MLA, Multi DOBs, Reopened, 9/11 Terror, Request Tab, Type, Request Description, From Country, To District, Arrest District, To Country, Arrest Country, Attorney, Disposition, Paralegal, Disposition Date, Prosecutor Name, Prosecutor Info, Foreign/Other Name, Foreign/Other Info, DOJ#, USA, Docket, FBI, Interpol, Immigration #, Priority Case, OCDETF, Active 3rd Cnty, PA Info Received PA Request, Released on Bail, Prob w/Deadline, AG Cert, Inactive, Received/Open, Request Made, Arrest, Docs Due OIA, Treaty Deadline, Docs Rcvd OIA, Treaty Deadline, Docs Rcvd OIA, Signed/Sent, Return, Final Doc Closed, Final Doc Sent Recv, Surrender Warrant Signed, Request Tab Buttons, Agency Code, Agent Name, Agent Phone, Agency Fax, Co-Defendants Tab, Fugitive Control#, Fugitive Name, Updated By, Last Update, Crime/Treaties Tab, Code Counts, Crime Remarks, Updated By, last Update, Treaties, Code Treaty Description, Response, Treaty Remarks, Updated By, Last Update, Case Remarks Tab, Remark Date, Next Action Date, Next Action, Action Done, Text, Created By, Creation Date, Biographic Tab, Fugitive Birth Date, Fugitive Birth Place, Updated By, Last Update, Citizenships, Country, Immigration Status, Passport Status, Updated by and last update, Alias, Alias Name, Alias Birth Date, Alias Birth Place, Updated by Last update, Fugitive Remarks Tab; Remark Date, Text, Updated By, Last update, Fugitive Remarks Tab, Remark Date, Text, Updated By, and Last update The MLAT master file contains data and scanned documents for all judicial assistance received from and directed to foreign governments</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?        <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p>

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year when case has closed**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 7 year(s) after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 50 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Will be determined by year in which case is closed**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown**

1 2

**OIA MLA Tracking System**

Disposition Authority Number **DAA-0060-2012-0015-0003**

The master file of the OIA MLA Tracking System included the following fields, but not limited to, General Section Tab, Control Number, Caption, Public Official, Recvd/Open Date, Open, Closed, Closed Date, 9/11 Terror Inv?, Inquiry Only, Extradition?, Reopened, Request Tab, Type, Request Description, From Country, To District, From District, To Country, Attorney, Disposition, Paralegal, Disposition Date, Prosecutor name, Prosecutor Info, Foreign Name, Foreign Info, DOJ#, USA, Docket, Foreign #, Letter Rogatory?, MOU/Exec?, Bilat Treaty?, OCDETF?, AG Cert?, Open Date, Sign Date, Doc Due Date, Docs Rcvd Date, Close Date, Requests Tab Buttons, Assistance Code, Sent/Rcvd Date, Complete Date, Granted?, Remarks, Crime/Treaties Tab, Code Counts, Crime Remarks, Updated By, Last Update, Treaties, Code, Treaty Description, Response, Treaty Remarks, Updated By, Last Update, Subjects Tab, Subject, Updated By, Last Update, Agencies Tab, Agency Code, Agent, Agent Phone, Agent Fax, Agent Pager #, Comments, Case Remarks Tab, Remark Date, Next Action Date, Next Action, Action Done, Text, Updated By, Last Update, Assignment History Tab, Type, Assignment Date, Current Employee, and Prior Employee. Also includes scanned documents.

Final Disposition **Permanent**

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the calendar year when case has closed
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 7 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff
<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Will be determined by year in which case is closed
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

## 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
03/14/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
03/21/2013	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist