

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2015-0002
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 (USNCB)
Schedule Subject INTERPOL Washington, United States National Central Bureau (USNCB) Records
Internal agency concurrences will be provided No

Background Information A component of the U.S. Department of Justice, INTERPOL Washington serves as the designated representative to INTERPOL (International Criminal Police Organization), with its headquarters in Lyon, France. INTERPOL Washington, the United States Central Bureau (USNCB), serves as the point of contact for all INTERPOL matters, and coordinates international investigative efforts among member countries and local, state, federal, and tribal law enforcement agencies in the United States.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2015-0002

Sequence Number	
1	INTERPOL Executive Committee Records Disposition Authority Number: DAA-0060-2015-0002-0001
2	INTERPOL General Assembly Records Disposition Authority Number: DAA-0060-2015-0002-0002
3	INTERPOL Working Group Records Disposition Authority Number: DAA-0060-2015-0002-0003
4	INTERPOL Trademark Records Disposition Authority Number: DAA-0060-2015-0002-0004
5	Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies Disposition Authority Number: DAA-0060-2015-0002-0005
6	USNCB Marketing/Public Relations Materials Disposition Authority Number: DAA-0060-2015-0002-0006
7	USNCB investigative policies/procedures Disposition Authority Number: DAA-0060-2015-0002-0007
8	Project Funding - solicited from outside agencies Disposition Authority Number: DAA-0060-2015-0002-0008

Records Schedule Items

Sequence Number	
1	<p>INTERPOL Executive Committee Records</p> <p>Disposition Authority Number DAA-0060-2015-0002-0001</p> <p>The INTERPOL Executive Committee is made up of 13 members, elected by the INTERPOL General Assembly. It meets three times a year and sets organizational policy and direction for INTERPOL. This series contains the minutes of INTERPOL Executive Committee meetings, including meeting notes, reports, and decisions taken by the INTERPOL Executive Committee regarding regional activities, financial matters, personnel matters, the INTERPOL General Assembly, and other related activities. The USNCB only has records for the years when U.S. officials served either as a Delegate, Vice President, or President on the Executive Committee.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of every 3-year-term when a U.S. official is on the Executive Committee</p> <p>Retention Period Destroy 50 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>INTERPOL General Assembly Records</p> <p>Disposition Authority Number DAA-0060-2015-0002-0002</p> <p>This series contains record copies of documents relating to the annual INTERPOL General Assembly. May contain records such as reports, notes, and minutes of meetings of Heads of National Central Bureaus and meetings regarding elections of INTERPOL Executive Committee members; as well as relating to decisions affecting general policy, resources needed for international police cooperation, working methods, programs of activities, videos, and PowerPoint presentations.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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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**
Disposition Instruction
Cutoff Instruction **Cutoff at the end of the calendar year.**
Retention Period **Destroy 75 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

INTERPOL Working Group Records

Disposition Authority Number **DAA-0060-2015-0002-0003**

INTERPOL Working Group records may relate to: Working Groups established by INTERPOL to discuss and develop policies and procedures for various INTERPOL programs and initiatives. May contain records such as reports, notes, and minutes of these working group meetings, at which USNCB personnel participate.

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? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**
Retention Period **Destroy 25 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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INTERPOL Trademark Records

Disposition Authority Number **DAA-0060-2015-0002-0004**

This item consists of the USNCB's documents relating to the official Trademark Record held at the U.S. Patent and Trademark Office. It relates to trademarks for INTERPOL's official seal design and the name "INTERPOL", and INTERPOL's

activities as international police liaison; namely, the reception, classification, filing, exchange, and dissemination of information on criminal police and humanitarian matters.

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

Disposition Instruction

Cutoff Instruction Cutoff when superseded.

Retention Period Destroy 50 year(s) after cutoff

Additional Information

GAO Approval Not Required

5 **Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies**

Disposition Authority Number DAA-0060-2015-0002-0005

This item contains a variety of Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies. It contains records which may include, but are not limited to, notes summarizing discussions and agreements with outside federal agencies to send detailees to work at the USNCB for a specified period of time; summarizing the USNCB's participation in other agencies' programs; and allowing other agencies to access the databases of INTERPOL.

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

Disposition Instruction

Cutoff Instruction Cutoff when superseded.

Retention Period Destroy 25 year(s) after cutoff

Additional Information

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GAO Approval Not Required
USNCB Marketing/Public Relations Materials
Disposition Authority Number DAA-0060-2015-0002-0006

This item contains official record copies of public relations materials provided to the public to promote the USNCB and its services. Records in this series may include, but are not limited to: brochures, informational bulletins, and fact sheets.

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

Disposition Instruction
Cutoff Instruction Cutoff when superseded.
Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required
USNCB investigative policies/procedures
Disposition Authority Number DAA-0060-2015-0002-0007

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The USNCB's investigative policies and procedures relate to internal guidance for handling requests for assistance in criminal and humanitarian cases processed by personnel of the USNCB. They may include, but are not limited to, instructions for querying internal and external databases, entering data into the USNCB's OA Envoy database system and into outside law enforcement databases, and communicating with federal, state, and local law enforcement agencies, as well as other INTERPOL offices throughout the world.

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

Disposition Instruction
Cutoff Instruction Cutoff when superseded.

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Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

Project Funding - solicited from outside agencies

Disposition Authority Number DAA-0060-2015-0002-0008

These records relate to projects for which funding from outside agencies is solicited, relating to programs and projects handled by various divisions within the USNCB.

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

Disposition Instruction

Cutoff Instruction Cutoff when project ends.

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
09/22/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/22/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/30/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/30/2018	Return to Submitter	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
05/18/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/18/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
05/21/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist