

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0024

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 Enforcement Operations

Schedule Subject International Prisoner Transfer

Internal agency concurrences will be provided No

Background Information

By statute, the Attorney General is charged with approving or denying requests from foreign prisoners to serve their prison sentences in their home countries. This responsibility has been delegated to the Office of Enforcement Operations (OEO), International Prisoner Transfer Unit (IPTU). The Office approves or disapproves requests for the transfer of American prisoners from foreign countries to the United States for service of their sentences as well as requests for the transfer of foreign prisoners from American prisons to their own countries. This activity is mandated by treaties and authorized pursuant to 18 U.S.C. 4100-4115.

Approval is required by the prisoner and both the convicting and home countries for each transfer. OEO's Prisoner Transfer Unit works closely with the FBI and DEA agents who were involved in the investigations that led to the conviction of a prisoner requesting transfer in order to determine whether or not that prisoner is a suitable candidate for transfer. Approval is granted based on several factors including the seriousness of the offense; any ties to either the home or convicting country, including family ties; likelihood of return to the convicting country; criminal history; and occasionally humanitarian concerns. Once the transfer has taken place, enforcement of the sentence is the responsibility of the receiving country.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2017-0024

Sequence Number	
1	Class 236539 Disposition Authority Number: DAA-0060-2017-0024-0001
2	Prisoner Transfer Application Disposition Authority Number: DAA-0060-2017-0024-0002
3	Prisoner Working Files Disposition Authority Number: DAA-0060-2017-0024-0003

Records Schedule Items

Sequence Number	
1	<p>Class 236539</p> <p>Disposition Authority Number DAA-0060-2017-0024-0001</p> <p>The file may contain the following documents: Bureau of Prisons documents, documents from a State Department of Corrections or Governor's Office, documents from a foreign government Ministry of Justice (and translations), letter from attorney representing the prisoner, verification of Consent to Transfer Form, signed by prisoner and US Magistrate, letters from Assistant US Attorneys and the Executive Office for US Attorneys, documents from DEA, FBI, Customs Service, foreign embassies, prisoner's family, OEO decision memo, letters to foreign governments, and to prisoners and their attorneys, NCIC check and BOP Sentry check Messages to and from Interpol, FBI criminal history, US State Department telegrams, Transcripts, Audio recordings (when not transcribed - normally cassette tapes or CDs), such other documentation as may be necessary for the conduct of the case.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-060-08-011 / 1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 30 year(s) after the date of last action.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Prisoner Transfer Application</p> <p>Disposition Authority Number DAA-0060-2017-0024-0002</p> <p>The Prisoner Transfer application is used by OEO to track requests received from prisoners to transfer to another prison under the International Prisoner Transfer Program. Master file: Records in the system are kept according to DOJ case file</p>

number. Information maintained for each request includes data on the prisoner (including but not limited to Social Security numbers, residence, birth date and place, languages spoken), criminal offenses, case history and request status, and attorney contacts. Correspondence relevant to the case can also be tracked by the system. Data in the system date back to 1984.

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
GRS or Superseded Authority Citation	N1-060-08-011 / 2B

Disposition Instruction

Retention Period	Destroy 30 year(s) after close of case.
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Additional Information

GAO Approval	Not Required
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Prisoner Working Files

Disposition Authority Number	DAA-0060-2017-0024-0003
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Records documenting prisoner transfer that are inappropriate for the case files, usually because they document actions taken for groups of prisoners. Examples include lists of prisoner transfers; case summaries; correspondence and memoranda re decisions, event dates and judges assigned; copies of action memoranda to the Assistant Attorney General; and copies of court documents.

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

3

Retention Period	Destroy 30 year(s) after date of last action.
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Additional Information	
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GAO Approval	Not Required
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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
06/09/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/13/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/16/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist