

Outline of Records Schedule Items for DAA-0060-2017-0030

Sequence Number	
1	Country Project Files Disposition Authority Number: DAA-0060-2017-0030-0001
2	Non-Program Files Disposition Authority Number: DAA-0060-2017-0030-0002
3	Training Course Master Files Disposition Authority Number: DAA-0060-2017-0030-0003

Records Schedule Items

Sequence Number		
1	<p>Country Project Files</p> <p>Disposition Authority Number DAA-0060-2017-0030-0001</p> <p>Records relating to project proposals and mission statements; the United Nations; after-action reports and assessments; briefing books; police-military plans; staffing charts; background and working files; pre-deployment training and specific training missions; incident, status and periodic project reporting; interagency agreements; and curriculum's. Topics include but are not limited to law enforcement, forensics, criminal investigations, border security and case management.</p> <p>Final Disposition Permanent</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>GRS or Superseded Authority Citation N1-060-98-001 / 1/A/1 "ICITAP Only". N1-060-98-001 / 1/B/1 "ICITAP Only". N1-060-98-001 / 1/C "ICITAP Only". N1-060-98-001 / 2 "ICITAP Only".</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after the close of the project.</p> <p>Additional Information</p> <p>First year of records accumulation 1995</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown This has been reoccurring process.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This will depend on the close of each project.</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

2

Non-Program Files

Disposition Authority Number **DAA-0060-2017-0030-0002**

Records which relate to purely administrative project components, including the establishment of facilities, telecommunications, transportation, escorts, and other logistical activities.

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 **N1-060-98-001 / 1/A/2 "ICITAP Only".
N1-060-98-001 /1/B/2 "ICITAP Only".**

Disposition Instruction

Retention Period **Destroy 15 year(s) after after the close of the project.**

Additional Information

GAO Approval **Not Required**

3

Training Course Master Files

Disposition Authority Number **DAA-0060-2017-0030-0003**

Internal information system of training courses utilized by ICITAP in various countries under different disciplines. Course materials include audiovisual and digital presentations, lesson plans, handouts, and other training materials. Courses are often duplicated in several foreign languages.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

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

GRS or Superseded Authority Citation **N1-060-98-001 / 3 "ICITAP Only".**

Disposition Instruction

Retention Period **Destroy/delete when 15 years old or when superseded, whichever is later.**

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
07/24/2017	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
07/26/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/20/2017	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - RDTP2 Archives II Processing Section
10/30/2017	Submit For Certification	Terri Curtis	Assistant Director	Criminal Division - Records and Information Management Unit
10/30/2017	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/13/2017	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/13/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
05/15/2018	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/17/2018	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