

Request for Records Disposition Authority

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|---|---|
| Records Schedule Number | DAA-0060-2017-0030 |
| 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 |
| Schedule Subject | International Criminal Investigative Training Assistance Program Records |
| Internal agency concurrences will be provided | No |

Background Information

Over the last three decades, the International Criminal Investigative Training Assistance Program (ICITAP) has become an internationally recognized leader in law enforcement development worldwide, and has professionalized the capabilities of DOJ foreign law enforcement counterpart agencies in over 100 countries. ICITAP works with foreign police, criminal and anti-corruption investigative entities, border and maritime security forces, as well as forensic, cyber and correctional systems. In this way, ICITAP can effectively lead DOJ’s contributions to USG policy formulation, strategic development, and the implementation of global law enforcement and security sector assistance programs that further U.S. national security interests and keeps the homeland safe. ICITAP’s capacity-building efforts have led to the arrests of criminals wanted in the U.S. and abroad for fraud, organized crime, cybercrime and terrorism. ICITAP’s global efforts contribute to keeping the homeland safe.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 1 | 2 | 0 |

GAO Approval

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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>25 Cubic feet</td> <td></td> </tr> </tbody> </table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | | | Paper | 25 Cubic feet | |
| | 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 |