

## Request for Records Disposition Authority

Records Schedule Number           DAA-0060-2017-0033

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                  Overseas Prosecutorial Development Assistance and Training (OPDAT)

Schedule Subject                   Overseas Prosecutorial Development Assistance and Training (OPDAT) Records

Internal agency concurrences will be provided   No

**Background Information**

Established in 1991, the Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) – builds strong foreign partners who can work with the United States to enhance cooperation in transnational cases and to fight crime before it reaches our shores. OPDAT provides expert assistance to foreign counterparts to help develop justice systems that can effectively combat transnational crime, corruption, and terrorism in furtherance of U.S. national security. Drawing primarily upon federal prosecutors from Main DOJ and U.S. Attorneys’ Offices, as of April 2017, OPDAT has 58 Resident Legal Advisors (RLAs) and Intermittent Legal Advisors (ILAs) posted in 47 countries. In helping to keep Americans safe from violent crime, OPDAT works closely with components throughout the Department of Justice, and partners globally with the International Criminal Investigative Training Assistance Program (ICITAP) and with federal law enforcement agencies, including ATF, DEA, FBI, and U.S. Marshals.

**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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2017-0033

| Sequence Number |                                                                                                                                                         |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | Country Project Files – Program Records<br>Disposition Authority Number: DAA-0060-2017-0033-0001                                                        |
| 2               | Country Project Files – Administrative Records<br>Disposition Authority Number: DAA-0060-2017-0033-0002                                                 |
| 3               | Resident Legal Advisors/International Legal Advisors (RLA/ILA) Master Training Files "Toolkit"<br>Disposition Authority Number: DAA-0060-2017-0033-0003 |

## Records Schedule Items

| Sequence Number           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |  |                          |                     |                           |  |  |              |                      |  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|--------------------------|---------------------|---------------------------|--|--|--------------|----------------------|--|
| 1                         | <p><b>Country Project Files – Program Records</b></p> <p>Disposition Authority Number      <b>DAA-0060-2017-0033-0001</b></p> <p><b>Records documenting the scope of a project, including proposals and mission statements, after action reports and assessments, briefing books, legal and judicial analyses, staffing charts: pre-deployment training, specific training missions, incident and status reports, and curriculums.</b></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>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-060-98-001 / 1/a/1, "OPDAT Only"</b><br/><b>N1-060-98-001 / 1/b/1, "OPDAT Only"</b><br/><b>N1-060-98-001 / 1/c, "OPDAT Only"</b><br/><b>N1-060-98-001 / 2, "OPDAT Only"</b></p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after close of project.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1999</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b><br/><b>This is a reoccurring process.</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b><br/><b>This is a reoccurring process.</b></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><b>Electronic/Digital</b></td> <td></td> <td></td> </tr> <tr> <td><b>Paper</b></td> <td><b>15 Cubic feet</b></td> <td></td> </tr> </tbody> </table> |                     |  | Estimated Current Volume | Annual Accumulation | <b>Electronic/Digital</b> |  |  | <b>Paper</b> | <b>15 Cubic feet</b> |  |
|                           | Estimated Current Volume                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Annual Accumulation |  |                          |                     |                           |  |  |              |                      |  |
| <b>Electronic/Digital</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |  |                          |                     |                           |  |  |              |                      |  |
| <b>Paper</b>              | <b>15 Cubic feet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |  |                          |                     |                           |  |  |              |                      |  |

|                                  |  |  |
|----------------------------------|--|--|
| Microform                        |  |  |
| Hardcopy or Analog Special Media |  |  |

2

**Country Project Files – Administrative Records**

Disposition Authority Number      DAA-0060-2017-0033-0002

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, "OPDAT Only"  
N1-060-98-001 / 1/b/2, "OPDAT Only"

**Disposition Instruction**

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

**Additional Information**

GAO Approval                          Not Required

3

**Resident Legal Advisors/International Legal Advisors (RLA/ILA) Master Training Files "Toolkit"**

Disposition Authority Number      DAA-0060-2017-0033-0003

Files maintained on all aspects of OPDAT training, including comparative law, international instruments, investigations, trial procedures, judicial skills, and criminal subject matter (financial crime, cyber crime, etc.)

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in      No

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

GRS or Superseded Authority Citation

N1-060-98-001 / 1/3, "OPDAT Only"

Disposition Instruction

Retention Period

Destroy 15 year(s) after close of project.

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                                                                                  |
|------------|--------------------------|------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| 08/02/2017 | 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           |
| 11/08/2017 | Submit For Certification | Terri Curtis     | Assistant Director                      | Criminal Division - Records and Information Management Unit                                   |
| 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                                             |