

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08- 11	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/9/08	
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Criminal Division			
3. MINOR SUBDIVISION Office of Enforcement Operations			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Florida Washington</i>	5. TELEPHONE NUMBER <i>202-353-0409</i>	DATE <i>6/19/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alch...</i>
6. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>06/03/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Platte</i>		TITLE <i>Director ORMP</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Department of Justice: Criminal Division: International Prisoner Transfer (PT)

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, International Prisoner Transfer Unit. 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.

1. Class 236539

The case file is established using the class number followed by "03"; the country; a sequential number; and "F" for foreigner or "A" for American. 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.

This item supersedes disposition authority N1-60-93-16.

Disposition: TEMPORARY, destroy 20 years after retirement of file to Federal Records Center.

Note: Case files deemed significant due to widespread public interest should be reported to the National Archives for case by case review.

2. Prisoner Transfer Application

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.

A. ~~Inputs~~

~~Information is manually entered into the system from documents kept as part of the Prisoner Transfer case file.~~

~~File and dispose of hard copy documents with applicable case file.~~

B. Master file

Records in the system are kept according to DOJ case file 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 dates back to 1984.

Disposition: TEMPORARY, delete 20 years after close of case.

C. ~~Outputs~~

~~The system includes a function that allows pre-formatted documents to be created with relevant case information inserted. These include but are not limited to decision sheets, application summaries, memos to coordinating agencies, and consent verification forms. Additionally, some data from the system feeds into a shared database maintained at points of entry that allow border officials to check for prior records when admitting foreign nationals.~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed. (GRS 20)~~

D. ~~System Documentation~~

~~Disposition: TEMPORARY, destroy when superseded or obsolete. (GRS 20)~~