

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-060-98-1</b>	
1 FROM (Agency or establishment) <b>Department of Justice</b>		DATE RECEIVED <b>11/04/97</b>	
2. MAJOR SUBDIVISION <b>Criminal Division</b>		NOTIFICATION TO AGENCY In accordance with the provision of 44 U.S.C 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>ICITAP/OPDAT</b>		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Les Rowe</b>	5. TELEPHONE <b>(202) 272-4743</b>		
DATE <b>4-27-98</b>			

**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 on the attached 1 page(s) are not now needed for the business of 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,  is not required;  is attached, or  has been requested.

DATE <i>Feb 25, 1998</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. England</i>	TITLE <i>Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>International Criminal Investigation Training Program, 1986-</b></p> <p>The International Criminal Investigation Training Program (ICITAP) was established by the Congress in 1986 to provide law enforcement institutional development assistance and training in support of United States foreign policy. ICITAP works with the Justice Department's Overseas Prosecutorial Development, Assistance, and Training office (OPDAT) to provide training for prosecutors and judges with investigative responsibilities. ICITAP also works closely with the Department of State, the Agency for International Development, and the United Nations in carrying out its mission.</p> <p><b>Country Project Files</b></p> <p>a General Operations</p> <p>1. Program Records Records relating to: project proposals and mission statements; the United Nations, after action reports and assessments; briefing books; police-military plans; staffing charts; pre-deployment training; specific training missions, incident and status reports; and curriculums. Arranged by country, thereunder according to ICITAP/OPDAT numerical classification system</p> <p><u>PERMANENT</u>. Transfer to the WNRC 1 year after the close of the project. Transfer to NARA <del>5 years</del> <sup>10 years</sup> after the close of the project. <i>Approved by OIG on 3/20/06 mmj</i></p> <p>2 Non-Program Records Records which relate to the purely administrative aspects of the project, including the establishment of facilities, telecommunications, transportation, escorts, and other logistical materials</p> <p><u>TEMPORARY</u>. Transfer to the WNRC 1 year after the close of the project. Destroy 5 years after the close of the project</p>		

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**1. Country Project Files (Continued)****b. Forensics Operations****1. Program Records**

Records relating to: project proposals and mission statements; the United Nations; after action reports and assessments; briefing books; police-military plans; staffing charts, pre-deployment training; specific training missions; incident and status reports; and curriculums. Arranged by country, thereunder according to ICITAP/OPDAT numerical classification system.

PERMANENT Transfer to the WNRC 1 year after the close of the project. Transfer to NARA 5 years after the close of the project.

**2. Non-Program Records**

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

TEMPORARY. Transfer to the WNRC 1 year after the close of the project. Destroy 5 years after the close of the project.

**c. Security-Classified Files**

All security-classified records segregated from the General Operations Files and Forensics Operations Files. Arranged by country.

PERMANENT. Transfer to the WNRC 1 year after the close of the project. Transfer to NARA 25 years after the close of the project.

**2. ICITAP/OPDAT Bi-Weekly Projects Reports**

Bi-weekly projects reports in a newsletter format. Typically such a report will include: a message from the Director; reports on the various countries in which projects are in place, organized by region; and updates on briefings and international visitors. Arranged chronologically.

PERMANENT. Cut off files every 5 years and transfer directly to NARA.

**3. Training Course Master Files**

Master copies of all training courses utilized by ICITAP/OPDAT in various countries. Course materials include acetate overheads, videotapes, lesson plans, handouts, and other training materials. Courses are often duplicated in any number of foreign languages. Arranged by subject.

TEMPORARY. Destroy when superseded or no longer needed.