

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2019-0018

Schedule Status Approved

Agency or Establishment Department of State

Record Group / Scheduling Group General Records of the Department of State

Records Schedule applies to Major Subdivision

Major Subdivision Office of Global Criminal Justice

Schedule Subject Consolidated Schedule: Records of the Office of Global Criminal Justice

Internal agency concurrences will be provided No

Background Information Flexible schedule which consolidates the records of the Office of Global Criminal Justice (GCJ) and applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.

The Office of Global Criminal Justice (J/GCJ) (formerly the Office of War Crimes Issues) leads U.S. government efforts to promote accountability for atrocities. Led by an Ambassador-at-Large who advises the Secretary of State and Under Secretary for Civilian Security, Democracy, and Human Rights on these issues, J/GCJ is responsible for U.S. policy formulation on redressing atrocity crimes, including genocide, war crimes, and crimes against humanity, and serves as the Department’s primary liaison with international, hybrid, mixed and national tribunals exercising jurisdiction over these crimes. J/GCJ also serves as the policy lead on non-judicial transitional justice mechanisms and supports atrocity prevention efforts, including by participating in the interagency Atrocities Prevention Board. Finally, J/GCJ runs the War Crimes Rewards Program (WCRP), which provides financial rewards for information leading to the capture or conviction of indicted war criminals.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0059-2019-0018

Sequence Number	
1	Program Files Disposition Authority Number: DAA-0059-2019-0018-0001
2	War Crimes Rewards Program – Fugitive Files Disposition Authority Number: DAA-0059-2019-0018-0002
3	Working Files Disposition Authority Number: DAA-0059-2019-0018-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 548 411">Program Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0059-2019-0018-0001</p> <p data-bbox="345 485 1528 1629">Records documenting the official program and mission activities of the Office of Global Criminal Justice relating to war crimes, crimes against humanity, and genocide; formulating U.S. policy on the prevention of, responses to, and accountability for mass atrocities; advising U.S. Government and foreign governments on the appropriate use of a wide range of transitional justice mechanisms; coordinating U.S. Government positions relating to international and hybrid courts; working with other governments, international institutions, and nongovernmental organizations to establish and assist international and domestic commissions; coordinating the deployment of a range of diplomatic, legal, economic, military and intelligence tools; and the administration of the War Crimes Rewards Program, which rewards payments for information leading to the arrest or conviction in any country, or the transfer to or conviction by an international criminal tribunal (including a hybrid or mixed tribunal), of any foreign national accused of war crimes, crimes against humanity, or genocide. These records filed chronologically, by subject, by country, and/or by organization (including by criminal tribunal) include, but are not limited to, annotated agendas; briefing checklists and other briefing memoranda; talking points; call sheets; call readouts; memoranda of conversations; readouts from events, official conferences, trips, visits, and other activities; incoming and outgoing correspondence including background material; action memoranda, memoranda of understanding, information memoranda, diplomatic notes; reports; issue, position, decision, discussion and policy papers; analytical papers; Congressional correspondence (including questions for the record, testimony, and other materials to brief members of Congress and their staffs and position papers); treaties; agreements; proposals; recommendations; pleadings; speeches (text, transcripts, and building blocks); press releases, prepared statements, and press guidance; program management documents; program assessments and evaluations; presentations; publications, biographic data; resolutions; explanations of position and/or vote; telegrams; email messages; and other background materials related to criminal accountability for atrocity crimes and other forms of transitional justice.</p> <p data-bbox="345 1650 922 1682">Final Disposition Permanent</p> <p data-bbox="345 1703 850 1734">Item Status Active</p> <p data-bbox="345 1755 818 1787">Is this item media neutral? Yes</p> <p data-bbox="345 1808 805 1940">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

Disposition Instruction

Cutoff Instruction	Cut off files at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

First year of records accumulation	2012
What will be the date span of the initial transfer of records to the National Archives?	From 2012 To 2012
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

War Crimes Rewards Program – Fugitive Files

Disposition Authority Number DAA-0059-2019-0018-0002

Records related to paying rewards for information leading to the arrest or conviction in any country, or the transfer to or conviction by an international criminal tribunal (including a hybrid or mixed tribunal), of any foreign national accused of war crimes, crimes against humanity, or genocide. These records filed chronologically, by fugitive and by tipster, include, but are not limited to, annotated agendas; briefing checklists and other briefing memoranda; talking points; call sheets; memoranda of conversations; readouts from calls, events, trips, visits, and other activities; incoming and outgoing correspondence including background material; action memoranda, information memoranda, diplomatic notes; issue, discussion and policy papers; analytical papers; Congressional correspondence (including questions for the record, testimony, and other materials to brief members of Congress and their staffs and position papers); proposals; recommendations; pleadings; speeches (text, transcripts, and building blocks); press releases, prepared statements, social media content, and press guidance; presentations; biographic data; telegrams; email messages; tips; and other materials related to the paying of rewards to those who help apprehend war crimes fugitives from justice.

Final Disposition	Permanent
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

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Disposition Instruction

Cutoff Instruction	Cut off files after fugitive is captured, confirmed deceased, or is no longer designated for a reward.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2012 To 2012
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

Working Files

Disposition Authority Number	DAA-0059-2019-0018-0003
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These files include, but is not limited to, preliminary drafts and/or copies of cables, correspondence, trip reports, intelligence and inspection reports, notes, newspaper articles, press-releases, press clippings, briefing materials, fact sheets, newspaper articles, background information on political, foreign and military officials, White House readings, special captions documents, publications that did not influence the mission or policy of the Office, and other material used for operational or reference purposes and which have no substantive edits or annotations.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No

Disposition Instruction

Retention Period	Destroy when 3 years old.
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Additional Information

GAO Approval	Not Required
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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
09/27/2019	Return to Submitter	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
12/20/2019	Certify	Timothy Kootz	Agency Records Officer	Bureau of Administration - Records and Archives Management Division A GIS IPS RA
09/10/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NARA CROSSWALK, DAA-0059-2019-0018

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
Item	Records Series	Disposition	Series Level Cutoff (where applicable)	Office of Record (for permanent records only)	Superseded Authority	Disposition Authority	Record Series
0001	Program Files	Permanent	Cut off files at end of the calendar year. Transfer to the National Archives 25 years after cutoff.	Office-wide	N/A; new Item 2012 forward	N1-059-02-02, item 1a: Office of War Crimes, Program Files	Program Files: Regional Country Files
							Program Files: Tribunal Files
							Program Files: UN-Related Files
							Program Files: Transitional Justice General Files
							Program Files: Atrocity Prevention Files
							Program Files: Atrocity Crime Definitional/ Determination Files
							Program Files: Congressional Files
Program Files: Public Diplomacy Files							
0002	War Crimes Rewards Program - Fugitive Files	Permanent	Cut off files when case closes. Transfer to the National Archives 25 years after cutoff.	Office-wide	N/A; new Item 2012 forward	N1-059-02-02, item 1a: Office of War Crimes, Program Files	Program Files: Fugitive Files
0003	Working Files	Temporary	Temporary. Destroy when 3 years old.		N/A; new Item 2012 forward	N/A	N/A