

Request for Records Disposition Authority

Records Schedule Number DAA-0104-2013-0002
Schedule Status Approved

Agency or Establishment U.S. Mint
Record Group / Scheduling Group Records of the U.S. Mint
Records Schedule applies to Major Subdivision
Major Subdivision Protection
Minor Subdivision Protection
Schedule Subject National Electronic Incident Reporting System (NEIRS)
Internal agency concurrences will be provided No

Background Information NEIRS is an incident-based reporting system for unlawful events known to the United States Mint Police that occur on or near United States property. For each incident, a variety of data are collected about the event.
40 U.S.C. § 1315 is the legal authority for the development and utilization of NEIRS for the protection of public property.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0104-2013-0002

Sequence Number	
1	System Content
1.1	Incidents that do not involve any legal action Disposition Authority Number: DAA-0104-2013-0002-0001
1.2	Incidents that involve legal action Disposition Authority Number: DAA-0104-2013-0002-0004
2	System Outputs
2.1	Incident Reports Disposition Authority Number: DAA-0104-2013-0002-0002
2.2	Investigative Reports Disposition Authority Number: DAA-0104-2013-0002-0003

Records Schedule Items

Sequence Number	
1	<p>System Content The following information may be collected, entered and stored into NEIRS for individual(s) involved in incidents and investigative activities. Officer assigned Date of incident Contact information such as name(s), address(s) and phone number(s) Driver's license(s) and date(s) of birth Property description(s), vehicle(s) and license plate number(s) Medical information (typically in the case of accidents or injuries) Investigation information Social Security Number(s) Physical description(s) Activity Code(s)</p>
1.1	<p>Incidents that do not involve any legal action</p> <p>Disposition Authority Number DAA-0104-2013-0002-0001</p> <p>Final Disposition Temporary</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Delete information 1 year from date of last transaction in system.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Incidents that involve legal action</p> <p>Disposition Authority Number DAA-0104-2013-0002-0004</p> <p>Final Disposition Temporary</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</p>

	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
	Disposition Instruction	
	Retention Period	Delete information 7 years from date of last transaction in system.
	Additional Information	
	GAO Approval	Not Required
2	System Outputs	
	The system generates incident and investigative reports that may contain personally identifiable information to include: individual(s) names, contact information, property information, statements, photographs, and investigative activity summaries for the recorded incident or investigative report.	
2.1	Incident Reports	
	Disposition Authority Number	DAA-0104-2013-0002-0002
	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?	Yes
	Disposition Instruction	
	Retention Period	Destroy reports and related documentation 1 year from date of last transaction in system
	Additional Information	
	GAO Approval	Not Required
2.2	Investigative Reports	
	Disposition Authority Number	DAA-0104-2013-0002-0003
	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? **Yes**

Disposition Instruction

Retention Period **Destroy reports and related documentation 7 years from date of last transaction in system.**

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
03/05/2013	Certify	Mary Scharbrough	Records Officer	OCFO - SSD
09/11/2015	Submit for Concurrency	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist