

Request for Records Disposition Authority

Records Schedule Number DAA-0104-2013-0003

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 Juvenile Records

Internal agency concurrences will be provided No

Background Information These are records of an individual as defined under U.S.C., Section 5031(a), is a person who has not attained his or her eighteenth birthday or for the purpose of proceedings and disposition under the directive for an alleged act of juvenile delinquency, a person who has not attained his or her twenty-first birthday. This places the juvenile in a special status and requires special treatment. All records regarding the custody of a juvenile are considered confidential and are to be secured separately from any other reports or records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0104-2013-0003

Sequence Number	
1	Investigation Files Disposition Authority Number: DAA-0104-2013-0003-0003
2	Juvenile Identification Records Disposition Authority Number: DAA-0104-2013-0003-0004
3	Ledger Records of Detention, Arrest and Outside Police Contacts Disposition Authority Number: DAA-0104-2013-0003-0005
4	Juvenile Offender Records in NEIRS Disposition Authority Number: DAA-0104-2013-0003-0006

Records Schedule Items

Sequence Number	
1	<p>Investigation Files</p> <p>Disposition Authority Number DAA-0104-2013-0003-0003</p> <p>This is a collection of records dealing with a juvenile offender in which the juvenile has committed a criminal offense or juvenile status offense of a serious criminal nature. These records may include: An incident Report, MF 5002 Statement of Suspect, MF 5000 Finger Prints Photographs Surveillance Tapes Statement of Witness, MF 5001</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off after legal proceedings have been exhausted.</p> <p>Retention Period Destroy after juvenile reaches adult age 18-21, depending on the jurisdiction or the full term of the disposition order expires.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Juvenile Identification Records</p> <p>Disposition Authority Number DAA-0104-2013-0003-0004</p> <p>Finger Prints Photographs Other Identification (Driver's license etc.)</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? No</p> <p>Disposition Instruction</p>

3	Cutoff Instruction	Cut-off when no longer needed for administrative purposes.
	Retention Period	Destroy 30 days after documents are no longer needed for administrative purposes. Do not maintain unless obtained as evidence in an investigation.
	Additional Information	
	GAO Approval	Not Required
	Ledger Records of Detention, Arrest and Outside Police Contacts	
	Disposition Authority Number	DAA-0104-2013-0003-0005
	Related documentation.	
	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	
Disposition Instruction		
Cutoff Instruction	Cut-off at the end of the Calendar Year in which final entry is made.	
Retention Period	Destroy 3 year(s) after cut-off.	
Additional Information		
GAO Approval	Not Required	
4	Juvenile Offender Records in NEIRS	
	Disposition Authority Number	DAA-0104-2013-0003-0006
	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	
Cutoff Instruction	Cut-off when the related records are no longer needed for administrative purposes.
Retention Period	Delete with related records or when the agency determines that the data is no longer needed for administrative and legal purposes.
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
10/30/2015	Submit for Concurrency	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist