

Request for Records Disposition Authority

Records Schedule Number DAA-0416-2015-0001
Schedule Status Approved

Agency or Establishment National Highway Traffic Safety Administration
Record Group / Scheduling Group Records of the National Highway Traffic Safety Administration
Records Schedule applies to Major Subdivision
Major Subdivision National Highway Traffic Safety Administration
Minor Subdivision Office of Odometer Fraud
Schedule Subject The SPARTACUS System
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0416-2015-0001

Sequence Number

1

The SPARTACUS System Disposition Authority Number: DAA-0416-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="350 421 714 453">The SPARTACUS System</p> <p data-bbox="350 470 1127 502">Disposition Authority Number DAA-0416-2015-0001-0001</p> <p data-bbox="350 523 1487 1889">Spartacus is an electronic case management system used by OFI personnel to facilitate the criminal investigative process. Spartacus is a central repository of data containing personally identifiable information (PII) and law-enforcement sensitive but unclassified information. The system contains material gathered and/or created during the criminal investigative process by NHTSA personnel and/or other Federal, state, and local enforcement/regulatory agencies. Individuals covered by Spartacus includes: private citizens; government agents; complainants; victims; witnesses; confidential and non-confidential informants; individuals investigated and/or interviewed; persons suspected of administrative, civil, and or/criminal provisions; and defendants in civil and/or criminal matters. Categories of records may include: complaints; information contained in criminal, civil, or administrative referrals; statements from subjects, targets, and/or witnesses; affidavits, transcripts, police reports, Photographs, and/or documents relative to a subject's prior criminal record; incident reports; materials and intelligence information from other governmental investigatory or law enforcement organizations; information relative to the status of a particular complaint or investigation, including any determination relative to criminal prosecution, civil or administrative action; general case management documentation; subpoenas and evidence obtained in response to subpoenas; evidence logs; pen registers; correspondence; records of seized property; reports of laboratory examination; reports of investigation; and other data or evidence collected or generated by NHTSA's OFI during the course of conducting its official duties. The material contained in Spartacus may contain the following PII data elements: full name and present address (including ZIP code), email address, IP address, login name and/or digital identity; date-of-birth; phone number, SSN, driver's license number, FBI Number, State Identification Number (SID), financial account numbers; birthplace, aliases, group/gang affiliation, photographs and/or images; employment information; criminal and/or civil records; motor vehicle records. Such PII may be stored in database fields, spreadsheets, and/or text documents. Title 49 U.S.C. 32706 authorizes the maintenance of Spartacus, an investigative case management system containing non-PII, PII, SPII, and law enforcement sensitive but unclassified information concerning individuals involved with investigations conducted by NHTSA's OFI during the course of its official duties. Spartacus is designed to ensure that NHTSA personnel are efficiently managing odometer fraud investigations and deploying the technology necessary to manage privacy effectively while achieving its mission of reducing the economic costs associated with odometer fraud and helping to ensure the safety of the Nation's highways.</p> <p data-bbox="350 1910 906 1938">Final Disposition Temporary</p>

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	Cutoff 5 years after initial hearings. Cutoff 5 years for the appeal process.
Retention Period	Destroy 10 year(s) after the case is closed.
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
04/07/2015	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
12/13/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/15/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist