

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0020**
Schedule Status **Approved**

Agency or Establishment **Department of Justice**
Record Group / Scheduling Group **General Records of the Department of Justice**
Records Schedule applies to **Major Subdivision**
Major Subdivision **INTERPOL - Washington (United States National Central Bureau)**
Schedule Subject **OA ENVOY 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2011-0020-0001</p> <p>The system contains electronic versions of criminal and non-criminal case files and related informatino which support the law enforcement and humanitarian functions performed by INTERPOL Washington The data includes information concerning individuals, businesses and travel documents These case files contain names, aliases, places and dates of birth, addresses, photographs and physical descriptions, various identification numbers, DNA records or profiles, reason for the records or lookouts Since 1975 files have been arranged by calendar year, month and sequential numbers that are regenerated after every calendar year</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Master File of Electronic Information System</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>GRS or Superseded Authority Citation N1-60-99-008, item 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when files are closed in the system</p> <p>Retention Period Destroy 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Inputs</p>
2 1	<p>Source Documents</p> <p>Disposition Authority Number DAA-0060-2011-0020-0005</p> <p>Source documents that are not input into the system and documentation relating to domestic notices that may be maintained in paper files for ease of review</p>

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
GRS or Superseded Authority Citation	N1-60-99-8, item 1
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year after the case is closed
Retention Period	Destroy 7 year(s) after cutoff
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
09/28/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/23/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
05/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/24/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/04/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist