Request for Records Disposition Authority

Records Schedule Number	DAA-0060-2012-0015
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 Subdivsion
Major Subdivision	Criminal Division
Minor Subdivision	Office of International Affairs (OIA)
Schedule Subject	Extradition and MLAT Tracking System
Internal agency concurrences will be provided	No

Background Information

The Criminal Division, Office of International Affairs (OIA) utilizes two systems that are integrated into the following Oracle applications and referred to as Extradition Tracking (EXTRA) & Mutual Legal Assistance Tracking (MLTA) EXTRA is used to record all incoming and outgoing requests for fugitive extraditions Detail information such as the fugitive, requesting country or district, crimes involved, extensive notes and remarks, attorneys involved and contact information are stored with each request The MLAT application tracks all requests for judicial assistance received from and directed to foreign governments Detail information such as assignments, dates, requesting country or district, treaty issues, extensive notes and remarks, and contact information stored with each request

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0015

Sequence Number	
1	Master File
1 1	OIA Extra Tracking System Disposition Authority Number DAA-0060-2012-0015-0002
1 2	OIA MLA Tracking System Disposition Authority Number DAA-0060-2012-0015-0003

Records Schedule Items

Sequence Number	
1	**Master File** The EXTRA master file contains data related to all incoming and outgoing requests for fugitive extraditions
1 1	**OIA Extra Tracking System**

Disposition Authority Number   DAA-0060-2012-0015-0002

The master file of the OIA Extra Tracking System includes the following fields, but not limited to, General Section Tab, Control Number, Fugitive Name, Public Official, Received/Opened, Prison Release Date, Notify Prior to Release, Open, Closed, Closed Date, Inquiry Only, Red Notice, Fugitive Unit, Passport Rvked, MLA, Multi DOBs, Reopened, 9/11 Terror, Request Tab, Type, Request Description, From Country, To District, Arrest District, To Country, Arrest Country, Attorney, Disposition, Paralegal, Disposition Date, Prosecutor Name, Prosecutor Info, Foreign/Other Name, Foreign/Other Info, DOJ#, USA, Docket, FBI, Interpol, Immigration #, Priority Case, OCDETF, Active 3rd Cnty, PA Info Received PA Request, Released on Bail, Prob w/Deadline, AG Cert, Inactive, Received/Open, Request Made, Arrest, Docs Due OIA, Treaty Deadline, Docs Rcvd OIA, Treaty Deadline, Docs Rcvd OIA, Signed/Sent, Return, Final Doc Closed, Final Doc Sent Recv, Surrender Warrant Signed, Request Tab Buttons, Agency Code, Agent Name, Agent Phone, Agency Fax, Co-Defendants Tab, Fugitive Control#, Fugitive Name, Updated By, Last Update, Crime/Treaties Tab, Code Counts, Crime Remarks, Updated By, last Update, Treaties, Code Treaty Description, Response, Treaty Remarks, Updated By, Last Update, Case Remarks Tab, Remark Date, Next Action Date, Next Action, Action Done, Text, Created By, Creation Date, Biographic Tab, Fugitive Birth Date, Fugitive Birth Place, Updated By, Last Update, Citizenships, Country, Immigration Status, Passport Status, Updated by and last update, Alias, Alias Name, Alias Birth Date, Alias Birth Place, Updated by Last update, Fugitive Remarks Tab; Remark Date, Text, Updated By, Last update, Fugitive Remarks Tab, Remark Date, Text, Updated By, and Last update The MLAT master file contains data and scanned documents for all judicial assistance received from and directed to foreign governments

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?	Yes

	Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Cut off at the end of the calendar year when case has closed
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 7 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Will be determined by year in which case is closed
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

1 2   OIA MLA Tracking System

Disposition Authority Number	DAA-0060-2012-0015-0003

The master file of the OIA MLA Tracking System included the following fields, but not limited to, General Section Tab, Control Number, Caption, Public Official, Recvd/Open Date, Open, Closed, Closed Date, 9/11 Terror Inv?, Inquiry Only, Extradition?, Reopened, Request Tab, Type, Request Description, From Country, To District, From District, To Country, Attorney, Disposition, Paralegal, Disposition Date, Prosecutor name, Prosecutor Info, Foreign Name, Foreign Info, DOJ#, USA, Docket, Foreign #, Letter Rogatory?, MOU/Exec?, Bilat Treaty?, OCDETF?, AG Cert?, Open Date, Sign Date, Doc Due Date, Docs Rcvd Date, Close Date, Requests Tab Buttons, Assistance Code, Sent/Rcvd Date, Complete Date, Granted?, Remarks, Crime/Treaties Tab, Code Counts, Crime Remarks, Updated By, Last Update, Treaties, Code, Treaty Description, Response, Treaty Remarks, Updated By, Last Update, Subjects Tab, Subject, Updated By, Last Update, Agencies Tab, Agency Code, Agent, Agent Phone, Agent Fax, Agent Pager #, Comments, Case Remarks Tab, Remark Date, Next Action Date, Next Action, Action Done, Text, Updated By, Last Update, Assignment History Tab, Type, Assignment Date, Current Employee, and Prior Employee. Also includes scanned documents.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Cut off at the end of the calendar year when case has closed
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 7 year(s) after cutoff
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Will be determined by year in which case is closed
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

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
03/14/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
03/21/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist