

## Request for Records Disposition Authority

Records Schedule Number DAA-0056-2018-0001  
Schedule Status Approved  
  
Agency or Establishment Department of the Treasury  
Record Group / Scheduling Group General Records of the Department of the Treasury  
Records Schedule applies to Major Subdivision  
Major Subdivision Treasury Inspector General for Tax Administration (TIGTA)  
Schedule Subject Non-Evidentiary Audio/Video Files  
Internal agency concurrences will be provided No

Background Information This schedule covers incident-activated non-surveillance audio/video recordings created by TIGTA personnel using cameras to include, but not limited to body-worn and mobile cameras during the course of their official duties. Recordings are the result of law enforcement related events that require on-duty law enforcement personnel to activate a camera such as a body-worn or a mobile camera recording device. The recordings result in the creation of an audio/video file. Audio/Video files may be determined to have evidentiary or non-evidentiary value.

The recorded data will result in two types of audio/video files: 1) audio/video files that have no evidentiary value; and 2) audio/ video files that have evidentiary value.

For use in this schedule, the following definitions apply:  
Non-Evidentiary- Audio/Video recorded by law enforcement personnel during the normal course of the performance of their duties determined to have no evidentiary value.

Evidentiary- Any recorded data that may have material or probative value, or may have bearing on any criminal, administrative, civil, or other legal proceeding. Audio/Video files determined to have evidentiary value shall be preserved under established rules of evidence with the associated case file.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001

## Outline of Records Schedule Items for DAA-0056-2018-0001

Sequence Number

1

Non-Evidentiary Audio/Video Files

Disposition Authority Number: DAA-0056-2018-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 831 411"><b>Non-Evidentiary Audio/Video Files</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0056-2018-0001-0001</b></p> <p data-bbox="345 493 1425 598"><b>Incident-activated non surveillance audio/video recordings created by TIGTA personnel, during the course of their official duties determined to have no evidentiary value.</b></p> <p data-bbox="345 623 919 655">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 680 850 711">Item Status                                <b>Active</b></p> <p data-bbox="345 737 805 768">Is this item media neutral?            <b>No</b></p> <p data-bbox="345 793 919 825">Explanation of limitation              <b>Digital only</b></p> <p data-bbox="345 850 818 955">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="345 980 805 1012">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="345 1117 659 1148"><b>Disposition Instruction</b></p> <p data-bbox="345 1173 1495 1236">Cutoff Instruction                        <b>Cut off one year after the recording is determined to have no evidentiary value.</b></p> <p data-bbox="345 1262 1214 1293">Retention Period                         <b>Destroy immediately after cutoff</b></p> <p data-bbox="345 1339 656 1371"><b>Additional Information</b></p> <p data-bbox="345 1396 1094 1428">GAO Approval                              <b>Required and Received</b></p>

## 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
02/26/2019	Return to Submitter	Robert Faber	Senior records and Information Specialist	Assistant Secretary for Management - Privacy Transparency and Records
10/13/2020	Return to Submitter	Katelyn Foreman	Records and Information Management Specialist	Departmental Offices - Office of Privacy, Transparency and Records
11/18/2020	Certify	Katelyn Foreman	Records and Information Management Specialist	Departmental Offices - Office of Privacy, Transparency and Records
05/21/2021	Submit for Concurrence	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
06/09/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/16/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist