

This document was requested and posted by AltGov2

www.altgov2.org/records-destruction-requests

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2015-0002

Schedule Status Appraiser Working Version

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 (USNCB)

Schedule Subject INTERPOL Washington, United States National Central Bureau (USNCB) Records

Internal agency concurrences will be provided No

Background Information A component of the U.S. Department of Justice, INTERPOL Washington serves as the designated representative to INTERPOL (International Criminal Police Organization), with its headquarters in Lyon, France. INTERPOL Washington, the United States Central Bureau (USNCB), serves as the point of contact for all INTERPOL matters, and coordinates international investigative efforts among member countries and local, state, federal, and tribal law enforcement agencies in the United States.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2015-0002

Sequence Number	
1	INTERPOL Executive Committee Records Disposition Authority Number: DAA-0060-2015-0002-0001
2	INTERPOL General Assembly Records Disposition Authority Number: DAA-0060-2015-0002-0002
3	INTERPOL Working Group Records Disposition Authority Number: DAA-0060-2015-0002-0003
4	INTERPOL Trademark Records Disposition Authority Number: DAA-0060-2015-0002-0004
5	Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies Disposition Authority Number: DAA-0060-2015-0002-0005
6	USNCB Marketing/Public Relations Materials Disposition Authority Number: DAA-0060-2015-0002-0006
7	USNCB investigative policies/procedures Disposition Authority Number: DAA-0060-2015-0002-0007
8	Project Funding - solicited from outside agencies Disposition Authority Number: DAA-0060-2015-0002-0008

Records Schedule Items

Sequence Number	
1	<p>INTERPOL Executive Committee Records</p> <p>Disposition Authority Number DAA-0060-2015-0002-0001</p> <p>The INTERPOL Executive Committee is made up of 13 members, elected by the INTERPOL General Assembly. It meets three times a year and sets organizational policy and direction for INTERPOL. This series contains the minutes of INTERPOL Executive Committee meetings, including meeting notes, reports, and decisions taken by the INTERPOL Executive Committee regarding regional activities, financial matters, personnel matters, the INTERPOL General Assembly, and other related activities. The USNCB only has records for the years when U.S. officials served either as a Delegate, Vice President, or President on the Executive Committee.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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 Cutoff at the end of every 3-year-term when a U.S. official is on the Executive Committee</p> <p>Retention Period Destroy 50 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>INTERPOL General Assembly Records</p> <p>Disposition Authority Number DAA-0060-2015-0002-0002</p> <p>This series contains record copies of documents relating to the annual INTERPOL General Assembly. May contain records such as reports, notes, and minutes of meetings of Heads of National Central Bureaus and meetings regarding elections of INTERPOL Executive Committee members; as well as relating to decisions affecting general policy, resources needed for international police cooperation, working methods, programs of activities, videos, and PowerPoint presentations.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p>

3	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	Cutoff at the end of the calendar year.
	Retention Period	Destroy 75 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	INTERPOL Working Group Records	
	Disposition Authority Number	DAA-0060-2015-0002-0003
	INTERPOL Working Group records may relate to: Working Groups established by INTERPOL to discuss and develop policies and procedures for various INTERPOL programs and initiatives. May contain records such as reports, notes, and minutes of these working group meetings, at which USNCB personnel participate.	
	Final Disposition	Temporary
	Item Status	Pending
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?	No	
Disposition Instruction		
Cutoff Instruction	Cutoff at the end of the calendar year.	
Retention Period	Destroy 25 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
4	INTERPOL Trademark Records	
	Disposition Authority Number	DAA-0060-2015-0002-0004
	This item consists of the USNCB's documents relating to the official Trademark Record held at the U.S. Patent and Trademark Office. It relates to trademarks for INTERPOL's official seal design and the name "INTERPOL", and INTERPOL's	

activities as international police liaison; namely, the reception, classification, filing, exchange, and dissemination of information on criminal police and humanitarian matters.

Final Disposition Temporary

Item Status Pending

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 Cutoff when superseded.

Retention Period Destroy 50 year(s) after cutoff

Additional Information

GAO Approval Not Required

5

Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies

Disposition Authority Number DAA-0060-2015-0002-0005

This item contains a variety of Memoranda of Understanding (MOUs) and other agreements between the USNCB and outside agencies. It contains records which may include, but are not limited to, notes summarizing discussions and agreements with outside federal agencies to send detailees to work at the USNCB for a specified period of time; summarizing the USNCB's participation in other agencies' programs; and allowing other agencies to access the databases of INTERPOL.

Final Disposition Temporary

Item Status Pending

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 Cutoff when superseded.

Retention Period Destroy 25 year(s) after cutoff

Additional Information

6

GAO Approval Not Required

USNCB Marketing/Public Relations Materials

Disposition Authority Number DAA-0060-2015-0002-0006

This item contains official record copies of public relations materials provided to the public to promote the USNCB and its services. Records in this series may include, but are not limited to: brochures, informational bulletins, and fact sheets.

Final Disposition Temporary

Item Status Pending

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 Cutoff when superseded.

Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

7

USNCB investigative policies/procedures

Disposition Authority Number DAA-0060-2015-0002-0007

The USNCB's investigative policies and procedures relate to internal guidance for handling requests for assistance in criminal and humanitarian cases processed by personnel of the USNCB. They may include, but are not limited to, instructions for querying internal and external databases, entering data into the USNCB's OA Envoy database system and into outside law enforcement databases, and communicating with federal, state, and local law enforcement agencies, as well as other INTERPOL offices throughout the world.

Final Disposition Temporary

Item Status Pending

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 Cutoff when superseded.

8	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Project Funding - solicited from outside agencies	
	Disposition Authority Number	DAA-0060-2015-0002-0008
	These records relate to projects for which funding from outside agencies is solicited, relating to programs and projects handled by various divisions within the USNCB.	
	Final Disposition	Temporary
	Item Status	Pending
	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	Cutoff when project ends.
	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
09/22/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/22/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy

Executive Summary

Summary

The Department of Justice requests disposition authority for records relating to INTERPOL Washington, United States National Central Bureau (USNCB). Proposed for temporary retention are records of delegate participation in the INTERPOL General Assembly, Executive Committee, and organization working groups. Also included are Memoranda of Understanding, trademark and marketing materials, and records relating to investigative policies and procedures, and project funding. These records have temporary value because they have little to no research value and do not document significant actions of Federal officials.

Permanent Item Numbers

Federal Register Notice

Required

Publication Date

2016-10-19

Copies Requested

2

Comments Received

0