

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Department of Justice

2. MAJOR SUBDIVISION
 INTERPOL-United States National Central Bureau

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Edgar Adamson
 Dep. Chief, INTERPOL-NSNCB

5. TELEPHONE
 202-616-9000

APR 19 1999

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-60-99-8

DATE RECEIVED
 4-22-99

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 12-8-99

ARCHIVIST OF THE UNITED STATES
[Signature]

6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
 4-20-99

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
 Bernard W. Berglund

TITLE
 Records Officer

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p align="center">Records of INTERPOL</p> <p>The records of the USNCB consist of criminal and non-criminal case files. The files contain fingerprint records, photographs, investigative reports and case notes, log sheets, letters and memoranda, printed copies of email messages and computer printouts. In addition, there are microfilm records, index cards containing investigative information, and 8mm tapes. Most of the material needed for the USNCB investigative activities is now stored electronically on the USNCB's file server located in the Technical Support Unit.</p> <p>The USNCB receives requests for investigative assistance electronically, either over x400 telecommunications lines, or over leased data lines that carry packets of information into and out of the USNCB. For incoming paper records, the USNCB procedure is to scan and convert the paper into an electronic record which is then saved to a case file. The system automatically and sequentially numbers case files where a current electronic case does not exist. Incoming email related to a case is saved also in the case's electronic file. If an existing case is</p> | <p align="center">N1-60-87-1</p> | |

@ NWMD, NWME, NR, NWMW, Agency

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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|-------------------|--|---|--|
| 1. | <p>not currently maintained in the electronic records, an electronic case file is opened and all electronic records related to that case are stored to the case. Retrieval of information is by a free-text search application; through a key-word search of the case information database; or by case number search using desktop applications, i.e., WordPerfect, Microsoft Index Server, etc.</p> <p><u>Interpol Case Files (paper based)</u> Criminal and non-criminal case files containing paper records of fingerprints, photographs, investigative reports and case notes, log sheets, letters and memoranda, copies of email messages, and computer printouts.</p> <p><u>Disposition:</u> TEMPORARY. Transfer to the Washington National Records Center (WNRC) two years after case is closed. Destroy seven years after case is closed.</p> <p>(Note: Upon approval of this item, the following accessions located at the WNRC can be destroyed: 060-95-0093; 060-95-0094; 060-95-0095; and 060-95-00-96).</p> | | |
| 2. | <p><u>Interpol Case Data Files (electronic media)</u> Criminal and non-criminal case files containing fingerprint records, photographs, investigative reports and case notes, log sheets, letters and memoranda, email messages, and computer printouts, maintained in an <u>electronic file</u>.</p> <p><u>Disposition:</u> TEMPORARY. Destroy seven years after the case is closed.</p> | | |
| 3. | <p><u>Microfilm, 8mm Tape, and Index Cards.</u> Duplicate copies of paper-based case files (Item 1) maintained by INTERPOL as a reference media.</p> <p><u>Disposition:</u> TEMPORARY. Destroy immediately upon approval of this schedule.</p> | | |