

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2011-0024**

Schedule Status                      **Returned Without Action**

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                      **Civil Rights Division**

Minor Subdivision                      **Administrative Section**

Schedule Subject                      **HCE Samples Document Indexing System (HCESDI)**

Internal agency concurrences will be provided      **No**

**WITHDRAWN**

Background Information                      **The system is a document search tool for the Civil Rights Division's Housing Section to locate and retrieve read only sample document templates**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

**WITHDRAWN**

## Outline of Records Schedule Items for DAA-0060-2011-0024

Sequence Number	
1	Inputs Disposition Authority Number DAA-0060-2011-0024-0001
2	Master File Disposition Authority Number DAA-0060-2011-0024-0002
3	System Documentation Disposition Authority Number DAA-0060-2011-0024-0003

**WITHDRAWN**

Records Schedule Items

Sequence Number	
1	<p style="text-align: right;"><b>WITHDRAWN</b></p> <p><b>Inputs</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0024-0001</b></p> <p><b>Specific Housing section users manually enter the document link (folder location and document name) to the system</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Data is manually entered into the system and captured in the master file</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0024-0002</b></p> <p><b>This is a document search tool for CRT's Housing Section to locate and retrieve read only sample document templates Data fields include Document Name, Document Location, Document Type, Related Statute, Related State and Document Date</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation              <b>This is a master file of an electronic information system</b></p> <p>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 style="text-align: right;"><b>WITHDRAWN</b></p>

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

Yes

Disposition Instruction

WITHDRAWN

Cutoff Instruction

Cut off when data is 6 years old

Retention Period

Destroy immediately after cutoff

Additional Information

GAO Approval

Not Required

System Documentation

Disposition Authority Number

DAA-0060-2011-0024-0003

Final Disposition

Temporary

Item Status

Withdrawn

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

Retention Period

Destroy immediately after system is no longer functional

Additional Information

GAO Approval

Not Required

WITHDRAWN

## 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
09/26/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
02/27/2012	Return Without Action	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services

WITHDRAWN