

## Request for Records Disposition Authority

Records Schedule Number      DAA-0016-2014-0002  
Schedule Status                Approved  
  
Agency or Establishment        Department of Agriculture  
Record Group / Scheduling Group   Records of the Office of the Secretary of Agriculture  
Records Schedule applies to    Major Subdivision  
Major Subdivision                Departmental Management  
Minor Subdivision                Office of the Administrative Law Judges  
Schedule Subject                 Administrative wage garnishment cases  
Internal agency concurrences will be provided      No

Background Information        Administrative wage garnishment is decided by the Administrative Law Judge, sealed, and may occur at any time in the future if not at the time the Judge's decision is rendered.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Outline of Records Schedule Items for DAA-0016-2014-0002

Sequence Number	
1	Administrative Wage Garnishment
1.1	Administrative Wage Garnishment Cases Disposition Authority Number: DAA-0016-2014-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Administrative Wage Garnishment</b> Administrative wage garnishment is decided by the Administrative Law Judge, sealed, and may occur at any time in the future if not at the time the Judge's decision is rendered.</p>
1.1	<p><b>Administrative Wage Garnishment Cases</b> Disposition Authority Number      <b>DAA-0016-2014-0002-0001</b> Cases decided by the Administrative Law Judge and files contain documentation regarding delinquent loan payments of non-Federal individuals</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Case is closed after the Judge's decision. Closed case files are cut off at the end of the fiscal year and the paper is destroyed after 1 year. Electronic case files are deleted when no longer needed.</b></p> <p>Retention Period                         <b>Destroy 1 year(s) after case closed</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</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
07/15/2014	Certify	Danita Stanton	Management Analyst, RG16 Records Officer	OCIO - TPA and E/IMD
11/12/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/12/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/13/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/13/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist