

## Request for Records Disposition Authority

Records Schedule Number      DAA-0428-2015-0001  
Schedule Status                Approved  
  
Agency or Establishment        Department of the Navy  
Record Group / Scheduling Group    General Records of the Department of the Navy, 1947-  
Records Schedule applies to        Major Subdivision  
Major Subdivision                DON/AA  
Minor Subdivision                Office of General Counsel  
Schedule Subject                Legal Discovery Documents  
Internal agency concurrences will be provided      No

Background Information            The InfoDox Platform enables the Office of the General Counsel (OGC) to view and search collected legal discovery documents quickly and easily. It is a vital legal analysis tool for the Navy. The web-based system enables OGC to organize, review, redact, and produce legal discovery documents thoroughly and efficiently.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0428-2015-0001

Sequence Number	
1	Evidence Management System (EMS) Disposition Authority Number: DAA-0428-2015-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="375 417 899 453"><b>Evidence Management System (EMS)</b></p> <p data-bbox="375 470 1154 497">Disposition Authority Number      <b>DAA-0428-2015-0001-0001</b></p> <p data-bbox="375 523 1495 740">The InfoDox Platform enables the Office of the General Counsel (OGC) to view and search collected legal discovery documents quickly and easily. It is a vital legal analysis tool for the Navy. The web-based system enables OGC to organize, review, redact, and produce legal discovery documents thoroughly and efficiently. It covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.</p> <p data-bbox="375 761 930 789">Final Disposition                      <b>Temporary</b></p> <p data-bbox="375 815 862 842">Item Status                                <b>Active</b></p> <p data-bbox="375 868 834 895">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="375 921 834 1038">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="375 1061 834 1144">Do any of the records covered by this item exist as structured electronic data?                        <b>Yes</b></p> <p data-bbox="375 1187 683 1215"><b>Disposition Instruction</b></p> <p data-bbox="375 1240 1312 1268">Cutoff Instruction                        <b>Destroy 5 years after legal hold is lifted</b></p> <p data-bbox="375 1293 1187 1321">Retention Period                         <b>Destroy 5 year(s) after cut off</b></p> <p data-bbox="375 1368 683 1395"><b>Additional Information</b></p> <p data-bbox="375 1421 964 1449">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
10/23/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
04/21/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist