# **Request for Records Disposition Authority**

Records Schedule Number

DAA-0428-2017-0001

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

Department-wide

Schedule Subject

Litigation Case Files

Internal agency concurrences will

be provided

No

Background Information

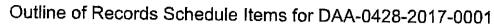
DON is proposing a change to the retention of litigation case files. The requested change is due to a change in DON business processes and providing for the various retention needs for different types of litigation.

Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.

#### Item Count

Number of Total Disposition Items	1 .		Number of Withdrawn Disposition Items
3	0	3	0

### GAO Approval



Sequence Number	
1	Litigation Case Files
1.1	Environmental Litigation Disposition Authority Number: DAA-0428-2017-0001-0001
1.2	Contract Litigation Disposition Authority Number: DAA-0428-2017-0001-0002
1.3	All Other Civil Litigation Disposition Authority Number: DAA-0428-2017-0001-0003

## Records Schedule Items

Sequence Number			
1	Litigation Case Files Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.		
1.1	Environmental Litigation	DAA 0400 0047 0004 0004	
	Disposition Authority Number DAA-0428-2017-0001-0001		
	Case files for environmental litigation. Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.		
	Final Disposition	Temporary	
	Item Status	Active	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	Yes	
	Do any of the records covered by this item exist as structured electronic data?	Yes	
	Disposition Instruction		
	Retention Period	Destroy 30 years after final action, but longer retention is authorized if required for business use.	
	Additional Information		
	GAO Approval	Not Required	
1.2	Contract Litigation		
	Disposition Authority Number	DAA-0428-2017-0001-0002	

Contract litigation case files. Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.

Final Disposition Temporary

Item Status **Active** 

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

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

electronic data?

1.3

Yes

Yes

Disposition Instruction

Retention Period Destroy 6 years after final action, but longer retention

is authorized if required for business use.

Additional Information

GAO Approval Not Required

All Other Civil Litigation

Disposition Authority Number DAA-0428-2017-0001-0003

Litigation against the United States or Its Officers or Employees. Files concerning matters related to the DON excepting cases arising in admiralty, under the Federal Tort Claims Act, and all matters within in the cognizance of the GC, consisting of related court documents, litigation reports and general correspondence accumulated by the OJAG.

Final Disposition **Temporary** 

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

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

electronic data?

Yes

Yes

GRS or Superseded Authority

Citation

N1-NU-89-4 / 5891/1

Disposition Instruction

	Retention Period	Destroy 4 years after final action, but longer retention is authorized if required for business use.
_	Additional Information	
·	GAO Approval	Not Required



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
10/12/2016	Certify	Maurice King	Supervisory Manage ment Analyst	Assistant for Administration - Directives and Records Management Division
08/14/2017	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
08/21/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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