

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0001**

Schedule Status **Approved**

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 **The Office of Community Oriented Policing Services (COPS)**

Schedule Subject **As a grant-making agency, the COPS Office is charged with measuring our grantees' progress in grant implementation and to track the community policing activities of grant recipients. To accomplish this, COPS has developed a programmatic progress report system so grantees can submit their quarterly, annual and final progress reports. The Programmatic Progress Report System is accessed by our grantees via our internal agency portal.**

Internal agency concurrences will be provided **Yes**

Background Information **The Office of Community Oriented Policing Services (COPS) was established under the authority of the Attorney General to implement Title I of the "crime bill," the Public Safety Partnership and Community Policing Act of 1994 (the Act). The Act authorizes the Attorney General to make grants to States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof to increase police presence, to expand and improve cooperative efforts between law enforcement agencies and members of the community, to address crime and disorder problems, and otherwise to enhance public safety.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2011-0001

Sequence Number	
1	Department of Justice COPS Programmatic Progress Report System
1 1	Master File Disposition Authority Number DAA-0060-2011-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Department of Justice COPS Programmatic Progress Report System As a grant-making agency, the COPS Office is charged with measuring our grantees' progress in grant implementation and to track the community policing activities of grant recipients. To accomplish this, COPS has developed a programmatic progress report system so grantees can submit their quarterly, annual and final progress reports. The Programmatic Progress Report System is accessed by our grantees via our internal agency portal.</p>
1 1	<p>Master File Disposition Authority Number DAA-0060-2011-0001-0002</p> <p>The Progress Report System stores data on a grantees name, address, phone number, email and the name of the certifying official. In addition, data that is reported in the report is also stored in the system. Information is retained in the system while hard copies of the individual reports are printed and stored in the grant files.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This item is the master file of an electronic information system</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off data at the end of the calendar year after the case closes</p> <p>Retention Period Destroy 10 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</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
03/30/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/09/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/15/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/15/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist