

## Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0022**

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 **Civil Rights Division**

Minor Subdivision **Administrative Section**

Schedule Subject **FDNY System**

Internal agency concurrences will be provided **No**

Background Information **This system stores contact, claimants information and contact logs for US vs. City of New York**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0022

Sequence Number	
1	Master File Disposition Authority Number. DAA-0060-2011-0022-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0022-0002</b></p> <p><b>Claimants information, Contacts, Contact Log Information and Test information captured in the database The CLAIMID primary key to identifies claimants on the FDNY_CLAIMANTS table</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</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>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>Cut off when data is 15 years old</b></p> <p>Retention Period                         <b>Destroy immediately after cutoff</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
09/26/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
04/23/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
04/26/2012	Concur	Margaret Hawkins	Director of Records management Services	National Records Management Program - Records Management Services
04/27/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
05/11/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist