

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0010**
 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 **Criminal Division**
 Minor Subdivision **Office of the Assistant Attorney General**
 Schedule Subject **CLASSIFICATION TRACKING SYSTEM (CLASS)**
 Internal agency concurrences will be provided **No**

Background Information **Classification Tracking System is designed to track the various Criminal Division investigative matters, Criminal cases, and/or files received Through a relational database the system initiates, applies, and tracks the official Department of Justice Numeric (DJ Number) assigned to all investigative matters and cases assigned to the Criminal Division The Classification Tracking System is also linked to several systems such as, but not limited to Prisoner Transfer Tracking System, Gambling Registration System, Automated Case Tracking System, and Extradition and MLAT Tracking System within the Criminal Division due to the system initiating the Department of Justice Duplex Numeric (DJ Number)**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2012-0010

| Sequence Number | |
|-----------------|--|
| 1 | Master File Disposition Authority Number DAA-0060-2012-0010-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="381 427 541 459">Master File</p> <p data-bbox="381 480 1174 512">Disposition Authority Number DAA-0060-2012-0010-0002</p> <p data-bbox="381 534 1500 821">The database contains data related to tracking the stages of investigative matters and criminal cases etc , subject files, but not limited to Criminal Division related records The master file includes the following fields, but not limited to Violation Code, Text, District/Country Group, Div ID (if not CRM), Dist Cntry ID, Vio Subj DJ Needed, Control #, Case or Matter Name, DOJ File #, Doc ID, Ctl, Date Recorded, Doc Date, Close Date, Name, DJ File, District, Agency, Document ID No , Handling Section , Defendant/Subjects (Last Name/First name), Role, Defendant Remarks, and Case Remarks</p> <p data-bbox="381 842 943 874">Final Disposition Temporary</p> <p data-bbox="381 895 877 927">Item Status Active</p> <p data-bbox="381 949 844 981">Is this item media neutral? Yes</p> <p data-bbox="381 1002 844 1119">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 data-bbox="381 1140 844 1236">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="381 1268 690 1300">Disposition Instruction</p> <p data-bbox="381 1321 1471 1438">Cutoff Instruction Cut off at the end of each calendar year when the case, matter, subject files, or Criminal Division records are closed</p> <p data-bbox="381 1449 1513 1598">Retention Period Delete/destroy records related to a case, matter, subject files, or Criminal Division records 10 years after the final disposition destruction or transferred to the National Archives</p> <p data-bbox="381 1630 690 1661">Additional Information</p> <p data-bbox="381 1683 976 1715">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 |
|------------|------------------------|------------------|---|--|
| 02/10/2012 | Certify | Curt Francisco | Records Manager | JMD - OoRMP |
| 07/24/2012 | Submit for Concurrency | Erin Cayce | Appraiser | National Archives and Records Administration - Records Management Services |
| 07/25/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 07/25/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/15/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |