

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="384 414 545 457">Master File</p> <p data-bbox="384 468 1172 510">Disposition Authority Number DAA-0060-2012-0010-0002</p> <p data-bbox="384 521 1529 819">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="384 829 941 872">Final Disposition Temporary</p> <p data-bbox="384 883 875 925">Item Status Active</p> <p data-bbox="384 936 850 978">Is this item media neutral? Yes</p> <p data-bbox="384 989 850 1117">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="384 1127 850 1223">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1255 693 1298">Disposition Instruction</p> <p data-bbox="384 1308 1529 1425">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="384 1436 1529 1585">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="384 1617 693 1659">Additional Information</p> <p data-bbox="384 1670 974 1725">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