

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0009
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Department-wide
Schedule Subject Training Records
Internal agency concurrences will be provided No

Background Information Note: This schedule covers temporary, mission-related training records created department-wide. It is intended to complement NARA's revised schedule for training records, General Records Schedule 2.6, expected to be formally released in 2017. The GRS applies only to records documenting training unrelated to agency mission, and provided to all employees, such as information security or ethics.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2017-0009

Sequence Number	
1	Law Enforcement Officer Training Records Disposition Authority Number: DAA-0060-2017-0009-0001
2	Legal, Investigative, and Litigation-Specific Training Records Disposition Authority Number: DAA-0060-2017-0009-0002
3	Administration of Justice Technical Skills Training Records Disposition Authority Number: DAA-0060-2017-0009-0003
4	Training Administration Records Disposition Authority Number: DAA-0060-2017-0009-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 948 455">Law Enforcement Officer Training Records</p> <p data-bbox="365 474 1143 504">Disposition Authority Number DAA-0060-2017-0009-0001</p> <p data-bbox="365 527 1482 783">Records documenting all aspects of DOJ-provided training for federal law enforcement officers, agents, or other officials acting in such capacity. Selected examples include curriculum development, c.v. and related faculty information, abstracts, general course descriptions, individual registration/enrollment information, course materials, lesson plans, course evaluation, student evaluation and assessment information, progress tracking, faculty management, and student management data.</p> <p data-bbox="365 802 919 836">Final Disposition Temporary</p> <p data-bbox="365 855 854 885">Item Status Active</p> <p data-bbox="365 904 824 938">Is this item media neutral? Yes</p> <p data-bbox="365 957 824 1081">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="365 1100 824 1187">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1206 1255 1942">GRS or Superseded Authority Citation N1-060-09-031 / 2/A/1 N1-060-09-031 / 2/C/1 N1-436-00-002 / 1B N1-436-00-002 / 2B N1-129-01-016 / 2 N1-129-01-017 / 4 NC1-170-77-001 / 801-02, partial NC1-170-77-001 / 801-03, partial NC1-170-77-001 / 801-04, partial DAA-0170-2015-0001, partial NC1-170-77-001 / 801-08, partial N1-170-94-001 / 801-09, partial N1-170-94-001 / 801-10, partial N1-170-94-001 / 801-11, partial N1-170-94-001 / 801-13/A, partial N1-170-94-001 / 801-13/B, partial NC1-170-77-001 / 820-02, partial NC1-170-77-001 / 820-03, partial N1-170-89-001 / 830-02/A/2, partial N1-170-89-001 / 830-02/B, partial</p>

NC1-170-77-001 / 860-01/A, partial
NC1-170-77-001 / 860-01/B, partial
NC1-170-77-001 / 860-02, partial
NC1-170-77-001 / 860-03, partial
NC1-170-77-001 / 860-06, partial
NC1-170-77-001 / 860-08, partial
N1-170-89-001 / 860-10, partial
N1-170-94-001 / 801-06/A
N1-170-94-001 / 801-06/B
N1-170-89-001 / 1220-16
N1-060-09-031 / 2/B/1
N1-129-99-015 / 1
N1-129-99-015 / 2/A
N1-129-99-015 / 2/B
N1-129-99-015 / 3
N1-129-99-015 / 4
N1-129-99-015 / 5
N1-129-99-015 / 6
N1-129-99-015 / 7/A
N1-129-99-015 / 7/B
N1-129-99-015 / 8
N1-527-97-010 / 2
N1-527-97-010 / 3
N1-527-97-010 / 4
N1-527-97-010 / 5
N1-527-97-010 / 6
N1-129-09-033 / 1/B
N1-129-09-033 / 1/C
N1-129-09-033 / 2A
N1-129-09-033 / 2B
N1-129-09-033 / 2D

Disposition Instruction

Retention Period Destroy 25 year(s) after date of last action

Additional Information

GAO Approval Not Required

Legal, Investigative, and Litigation-Specific Training Records

Disposition Authority Number DAA-0060-2017-0009-0002

Records documenting all aspects of Department and component-provided training for Departmental mission functions not included in Item 0001 above, including investigation, litigation, legal analysis and Continuing Legal Education (CLE) courses. Selected examples include curriculum development, c.v. and related faculty information, abstracts, general course descriptions, individual registration/

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enrollment information, course materials, lesson plans, course evaluations, student evaluation and assessment information, progress tracking, faculty management, and student management data. In addition to internal skills training, this item includes outreach and external training developed and provided by DOJ. External participants may include employees of other federal agencies, employees of state and local law enforcement entities, and international legal and law enforcement personnel.

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 e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-060-09-031 / 2/A/2
N1-060-09-031 / 2/C/2
N1-060-09-031 / 2D
N1-436-00-002 / 1C
N1-436-00-002 / 2C
NC1-436-80-002 / 5
NC1-170-77-001 / 801-02, partial
NC1-170-77-001 / 801-03, partial
NC1-170-77-001 / 801-04, partial
DAA-0170-2015-0001, partial
NC1-170-77-001 / 801-08, partial
N1-170-94-001 / 801-09, partial
N1-170-94-001 / 801-10, partial
N1-170-94-001 / 801-11, partial
N1-170-94-001 / 801-13/A, partial
N1-170-94-001 / 801-13/B, partial
NC1-170-77-001 / 820-02, partial
NC1-170-77-001 / 820-03, partial
N1-170-89-001 / 830-02/A/2, partial
N1-170-89-001 / 830-02B, partial
NC1-170-77-001 / 860-01/A, partial
NC1-170-77-001 / 860-01/B, partial
NC1-170-77-001 / 860-02, partial
NC1-170-77-001 / 860-03, partial
NC1-170-77-001 / 860-06, partial
NC1-170-77-001 / 860-08, partial
N1-170-89-001 / 860-10, partial
N1-060-09-031 / 2/B/2

N1-436-00-002 / 2D
NC1-436-80-002 / 6

Disposition Instruction

Retention Period Destroy between 6 year(s) and 10 year(s) after last action

Additional Information

GAO Approval Not Required

Administration of Justice Technical Skills Training Records

Disposition Authority Number DAA-0060-2017-0009-0003

Records documenting technical skills trainings and certifications for employees in support areas such as human resources, information technology, acquisition, budget, and finance, excluded from the General Records Schedule (GRS) and not covered elsewhere. Records include student management information (i.e. enrollment and completions) as well as course content curriculum development as listed above.

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 e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-060-09-031 / 2/B/2
N1-060-09-031 / 2/C/2
N1-060-09-031 / 2D
N1-060-09-026 / 2A
N1-060-09-026 / 3
N1-129-09-033 / 1/A
N1-129-09-033 / 2/C
N1-060-09-026 / 2B

Disposition Instruction

Cutoff Instruction Cutoff annually.

Retention Period Destroy between 6 year(s) and 10 year(s) after cutoff

Additional Information

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GAO Approval Not Required

Training Administration Records

Disposition Authority Number DAA-0060-2017-0009-0004

Records documenting ancillary and administrative aspects of mission-related training, such as publicity, schedules, rosters, available facilities, logistics, and coordination.

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 e-mail and word processing? No

GRS or Superseded Authority Citation N1-129-09-033 / 2/E

Disposition Instruction

Cutoff Instruction Cutoff annually.

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

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
02/01/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
05/19/2017	Submit for Concurrency	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist