

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2017-0009**  
Schedule Status                      **Modified Approved Version**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

### 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="342 380 948 411"><b>Law Enforcement Officer Training Records</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      <b>DAA-0060-2017-0009-0001</b></p> <p data-bbox="342 485 1507 747">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="342 768 915 800">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 821 850 852">Item Status                                <b>Active</b></p> <p data-bbox="342 873 818 905">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="342 926 818 957">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 data-bbox="342 1073 818 1104">Do any of the records covered by this item exist as structured electronic data?                                <b>Yes</b></p> <p data-bbox="342 1188 1078 1946">GRS or Superseded Authority Citation      <b>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</b></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 / 2/A  
N1-129-09-033 / 2/B  
N1-129-09-033 / 2/D

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  
NC1-436-80-02 / 5  
NC1-170-77-001 / 801-02, partial  
NC1-170-77-001 / 801-03, partial  
NC1-170-77-01 / 801-04, partial  
DAA-0170-2015-0001 partial  
NC1-170-77-01 / 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  
NC1-170-77-01 / 860-01/A, partial  
NC1-170-77-01 / 860-01/B, partial  
NC1-170-77-01 / 860-02, partial  
NC1-170-77-01 / 860-03, partial  
NC1-170-77-01 / 860-06, partial  
NC1-170-77-01 / 860-08, partial  
N1-170-89-001 / 860-10, partial  
N1-060-09-031 / 2/B/2

3		N1-436-00-002 / 2/D 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
	<b>Administration of Justice Technical Skills Training Records</b>	
	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		

4	GAO Approval	Not Required
	<b>Training Administration Records</b>	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 6 year(s) after cutoff
	<b>Additional Information</b>	
	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