

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2017-0022**

Schedule Status                      **Approved**

  

Agency or Establishment              **Department of Justice**

Record Group / Scheduling Group      **General Records of the Department of Justice**

Records Schedule applies to              **Department-wide**

Schedule Subject                      **General DJ Number Files**

Internal agency concurrences will be provided      **No**

**Background Information**

General DJ Numbers are assigned to records that pertain to a variety of subjects and matters relating to a DJ Class but do not pertain to a specific case or investigative action involving the Department of Justice. In previous filing practices within the Department these files were noted by including a 0 in the file number and were sometimes called "0 files" or "0 subs." Beginning in October 2016, general files are marked by either a GNP or GNT in the final segment of the DJ number.

This schedule will be implemented as a "day forward" schedule. All DJ General Files created after October 2016, and all electronic General File records, regardless of the date created, will follow the naming convention and disposition authorities contained in this schedule. All General File records created before October 2016 in textual form, are marked and numbered according to the legacy subject-numeric filing system, and will follow their previously approved disposition authorities.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0060-2017-0022

Sequence Number	
1	General DJ Number Files – GNP Disposition Authority Number: DAA-0060-2017-0022-0001
2	General DJ Number Files – GNT Disposition Authority Number: DAA-0060-2017-0022-0002

## Records Schedule Items

Sequence Number		
1	<p><b>General DJ Number Files – GNP</b></p> <p>Disposition Authority Number      DAA-0060-2017-0022-0001</p> <p><b>General DJ Numbers that contain materials that document the component's direction for litigating activities within the DJ Class. These general DJ number files may include documentation of the establishment of the class; Department or Division policies and procedures for litigation activities related to the class topic; definitions or interpretations; copies or citations to legislation, Executive Orders, Presidential proclamations, or directives under which litigation may take place for the class; and other documentation that defines or directs the overall litigation related activities within the class.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-60-88-10 / 195A (day forward) N1-60-88-10 / 195B1 (day forward) N1-60-99-07 / 1A (day forward) N1-60-88-11 / 14A (day forward) N1-60-07-07 / 2A (day forward) N1-60-04-07 / 4A (day forward)</p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      Transfer to NARA when 25 years old.</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      2013</p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 2013 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital	140 MB	50 MB
Paper	16 Cubic feet	7 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2

**General DJ Number Files -- GNT**

Disposition Authority Number      DAA-0060-2017-0022-0002

All other General DJ Number files relating to individual DJ Classes. GNT files typically are correspondence or documents requiring few or no actions or that document routine administrative, statistical, or reporting actions for the DJ Class. GNT files may also contain correspondence or materials that have not developed into a case handled by the Department of Justice. However, if a Department handled case or matter later develops out of the material, the Division responsible for the records will open a formal DJ Numbered case and move (or copy) the material from the GNT file into the DJ numbered case file.

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      N1-60-88-10 / 195C (day forward)  
     N1-60-88-10 / 195B2 (day forward)  
     N1-60-99-07 / 1B (day forward)  
     N1-60-99-07 / 1C (day forward)  
     N1-60-88-11 / 14B (day forward)  
     N1-60-07-07 / 2B (day forward)  
     N1-60-04-07 / 4B (day forward)  
     N1-60-04-07 / 4C (day forward)

**Disposition Instruction**

Retention Period                      Destroy/Delete when 10 years old.

**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
05/23/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
10/28/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/04/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

ITEM	BUCKET TITLE	Proposed Retention	Series Level Cut off Instructions, where applicable	Current Series Title include file / manual code if applicable	Superseded Authority	Superseded Retention	FOR PERMANENT RECORDS Office of Record*
DAA-0060-2017-0022-0001	General DJ Number Files - GNP	Permanent	Transfer to NARA when 25 years old.	Duplex-Numeric Files - General Files, 04 - Executive orders and presidential proclamation, 012 - Policies and procedures, 016 - Definitions and interpretation	N1-60-88-10 / 195A	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.	Agency-wide
				Duplex-Numeric Files - 0 - General Correspondence, 0 subs for classes 19 (Opinions of the Attorney General) and 133 (Public Utility Holding Company Act)	N1-60-88-10 / 195B1	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old. <b>This item will become obsolete upon the final transfer of the described textual records from Classes 19 and 133.</b>	
				Straight Number Files - General Files, 04 - Executive orders and presidential proclamation, 012 - Policies and procedures, 016 - Definitions and interpretation	N1-60-88-11 / 14A	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.	
				General Files for Selected Primary Classes of the Duplex-Numeric System - General Files, 04 - Executive orders and presidential proclamation, 012 - Policies and procedures, 016 - Definitions and interpretation	N1-60-99-07 / 1A	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.	
				Case Files for Class 215 -Domestic Security. Cases litigated by the Department of Justice Criminal Division, Domestic Security Section	N1-60-07-07 / 2A	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.	
				DOJ Duplex-Numeric Case Files: Class 212. General Files, 04 - Executive orders and presidential proclamation, 012 - Policies and procedures, 016 - Definitions and interpretation	N1-60-04-07 / 4A	Permanent - Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.	
DAA-0060-2017-0022-0002	General DJ Number Files - GNT	Temporary	Destroy/Delete when 10 years old.	Duplex-Numeric Files - 0 - General Correspondence, 0 subs for all other classes covered by this schedule	N1-60-88-10 / 195B2	Temporary - Transfer to WNRC as space requirements and frequency of use dictate. Destroy when 10 years old.	

