

Request for Records Disposition Authority

Records Schedule Number: DAA-0379-2013-0001
 Schedule Status: Approved
 Agency or Establishment: Department of Justice
 Record Group / Scheduling Group: Records of the Community Relations Service
 Records Schedule applies to: Agency-wide
 Schedule Subject: Community Relations Service Records
 Internal agency concurrences will be provided: No

Background Information

The Community Relations Service is the Department's "peacemaker" for community conflicts and tensions arising from differences of race, color, and national origin. Created by the Civil Rights Act of 1964, CRS is the only Federal agency dedicated to assist State and local units of government, private and public organizations, and community groups with preventing and resolving racial and ethnic tensions, incidents, and civil disorders, and in restoring racial stability and harmony.

With passage of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, CRS also works with communities to employ strategies to prevent and respond to alleged violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion or disability. CRS facilitates the development of viable, mutual understandings and agreements as alternatives to coercion, violence, or litigation. It also assists communities in developing local mechanisms, conducting training, and other proactive measures to prevent racial/ethnic tension and violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability. CRS does not take sides among disputing parties and, in promoting the principles and ideals of non-discrimination, applies skills that allow parties to come to their own agreement. In performing this mission, CRS deploys highly skilled professional conciliators, who are able to assist people of diverse backgrounds.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	6	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0379-2013-0001

Sequence Number	
1	Deputy Director's, Associate Director's, Regional Director's Files Disposition Authority Number: DAA-0379-2013-0001-0001
2	Media Affairs Files Disposition Authority Number: DAA-0379-2013-0001-0002
3	Organization and Conference Files Disposition Authority Number: DAA-0379-2013-0001-0003
4	Director's Initiative Records Disposition Authority Number: DAA-0379-2013-0001-0015
5	Policy Files Disposition Authority Number: DAA-0379-2013-0001-0004
6	Annual Work Plans Disposition Authority Number: DAA-0379-2013-0001-0012
7	CRS History Files
7.1	Written Documentation Disposition Authority Number: DAA-0379-2013-0001-0005
7.2	Photographs Disposition Authority Number: DAA-0379-2013-0001-0013
7.3	Video Recordings Disposition Authority Number: DAA-0379-2013-0001-0014
8	Regional Case Files
8.1	Significant Case Files Disposition Authority Number: DAA-0379-2013-0001-0006
8.2	All other case files Disposition Authority Number: DAA-0379-2013-0001-0007

Records Schedule Items

Sequence Number	
1	<p data-bbox="354 421 1227 449">Deputy Director's, Associate Director's, Regional Director's Files</p> <p data-bbox="354 474 1130 502">Disposition Authority Number DAA-0379-2013-0001-0001</p> <p data-bbox="354 527 1458 740">Records of the Associate Director and Regional Director to include calendars, appointment books, invitations, subject files, Delegation of Authority. This also includes program, project, and correspondence files documenting policy formulation and program responsibilities relating to coordination with the Director on matters of technical assistance, administration, and policy development within the CRS.</p> <p data-bbox="354 761 906 789">Final Disposition Temporary</p> <p data-bbox="354 815 841 842">Item Status Active</p> <p data-bbox="354 868 808 895">Is this item media neutral? Yes</p> <p data-bbox="354 921 797 1038">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 data-bbox="354 1059 1401 1119">GRS or Superseded Authority Citation NC1-379-85-1, Item 2 and N1-379-93-1, Item 3</p> <p data-bbox="354 1157 656 1185">Disposition Instruction</p> <p data-bbox="354 1210 1390 1283">Cutoff Instruction Cut off at the end of the respective individual's tenure.</p> <p data-bbox="354 1304 1151 1332">Retention Period Destroy 5 year(s) after cutoff</p> <p data-bbox="354 1378 656 1406">Additional Information</p> <p data-bbox="354 1432 943 1459">GAO Approval Not Required</p>
2	<p data-bbox="354 1491 610 1519">Media Affairs Files</p> <p data-bbox="354 1544 1141 1572">Disposition Authority Number DAA-0379-2013-0001-0002</p> <p data-bbox="354 1598 1479 1698">Records of the Media Affairs Officer and any office maintaining Media Affairs records, including calendars, invitations, subject files, project and correspondence files, journals, news articles, and publications.</p> <p data-bbox="354 1719 911 1747">Final Disposition Temporary</p> <p data-bbox="354 1772 846 1800">Item Status Active</p> <p data-bbox="354 1825 813 1853">Is this item media neutral? Yes</p> <p data-bbox="354 1879 802 1932">Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction **Cut off at close of project.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Organization and Conference Files

Disposition Authority Number **DAA-0379-2013-0001-0003**

Records documenting CRS' work with private and public organizations and in arranging, sponsoring, participating in and evaluating conferences on salient subjects. Included are correspondence, memoranda, draft and final agendas, transcripts, and evaluations reports.

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**

Disposition Instruction

Cutoff Instruction **Cut off annually.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Director's Initiative Records

Disposition Authority Number **DAA-0379-2013-0001-0015**

Special Initiatives, under the Director's auspices, in which CRS arranges, sponsors, participates, and/or evaluates conferences on salient subjects. Included are correspondence, memoranda, draft and final agenda, transcripts, and evaluations reports.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

3

4

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?	No
Disposition Instruction	
Cutoff Instruction	Cut off at conclusion of event.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Will be determined by date of event.
How frequently will your agency transfer these records to the National Archives?	Unknown Will be determined by date of event.
Policy Files	
Disposition Authority Number	DAA-0379-2013-0001-0004
CRS' internal mission related policy and procedures files, documenting policy development, program choices, project plans and reports.	
Final Disposition	Permanent
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?	No
GRS or Superseded Authority Citation	N1-379-91-1, Item 3
Disposition Instruction	
Cutoff Instruction	Cut off superseded policies annually.

5

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1974**

What will be the date span of the initial transfer of records to the National Archives? **From 1974 To 1998**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

6

Annual Work Plans

Disposition Authority Number **DAA-0379-2013-0001-0012**

Projection of CRS' service deliverables for the next fiscal year. Included are funding, staffing, and training requests. Record copy originals are maintained in the Regional Offices. Copies are provided to CRS HQ.

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**

Disposition Instruction

Cutoff Instruction **Cut off annually.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

7

GAO Approval **Not Required**

CRS History Files

Records selected by the Director or official designee which mark significant periods in history's great watersheds, such as school segregation and desegregation, civil rights marches and protests, incidents, and civil disorders; relate to the establishment and history of the office; and are historically significant to CRS' mission.

7.1

Written Documentation

Disposition Authority Number **DAA-0379-2013-0001-0005**

This Item covers the following documentation: -Background History of CRS -Civil Rights History -CRS Historical Budget and Employment Levels -CRS Historical Rosters -Annual Reports & Publications -Historic Celebrations Marking Civil Rights Anniversaries -Legislative History of CRS

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **limited to hard copy documentation only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at calendar year after publication.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 15 year blocks 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1964**

What will be the date span of the initial transfer of records to the National Archives? **From 1965 To 1998**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

7.2

Photographs

Disposition Authority Number **DAA-0379-2013-0001-0013**

Photographs which document significant activities, such as meetings with local and state agencies; international meetings; forums that originated from major conferences; Congressional presentations; and official photographs and portraits of the Director or official designee. This item covers negatives; printed black and white and color copies and contact sheets, and digital images; and any accompanying system documentation and electronic finding aids for digital images.

Final Disposition **Permanent**

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? **No**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off annually.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 year(s) after cutoff**

Additional Information

First year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Photographs and Other Graphic Materials**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after schedule approval**

Additional Information

First year of records accumulation **1965**

What will be the date span of the initial transfer of records to the National Archives? **From 1965 To 2010**

How frequently will your agency transfer these records to the National Archives? **Unknown
This will be a one-time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	2 boxes	

7.3

Video Recordings

Disposition Authority Number **DAA-0379-2013-0001-0014**

Video recordings of significant events attended by the Director or official designee which are mission-related. This series includes descriptive information about the related recordings, including title/subject, event name and date.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off annually.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 3 year blocks 7 year(s) after cutoff**

Additional Information

First year of records accumulation **1980**

What will be the date span of the initial transfer of records to the National Archives? **From 1980 To 2005**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

8

Regional Case Files

Case Files documenting CRS' nationwide observation of community conflicts and tensions arising from alleged violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability and their involvement in attempted resolution.

8.1

Significant Case Files

Disposition Authority Number **DAA-0379-2013-0001-0006**

Significant case files, selected by the Regional Director or designee, which meets any one or more of the following criteria: 1.) the case received local, regional, or national media attention or the interest of a Congressional committee or the Executive Office of the President, or widespread public interest; 2.) the case is regarded as landmark or precedent in terms of impact of CRS involvement on its resolution. If unsure, the following supplemental criteria may be used in determining if a case meets the above historical criteria: 3.) the case was referred to CRS by a Federal or State court; 4.) the case involved mediation (B case); or 5.) the case required 100 or more hours of regional staff time. This series ended in 2011.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This series is limited to paper only.**

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 **N1-379-93-001 / 1/A**

Disposition Instruction

Cutoff Instruction **Cut off closed cases annually.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1974**

What will be the date span of the initial transfer of records to the National Archives? **From 1974 To 1998**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	38 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

8.2

All other case files

Disposition Authority Number **DAA-0379-2013-0001-0007**

All other case files that do not meet the criteria for significant case files. This series ended in 2011.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This series is limited to paper only.**

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	N1-379-93-1, Item 1b
Disposition Instruction	
Cutoff Instruction	Cut off closed cases annually.
Transfer to Inactive Storage	Transfer hard copy cases to the regional FRC 1 year after cutoff.
Retention Period	Destroy 15 year(s) after cut off.
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
05/08/2013	Return to Submitter	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
05/16/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/30/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/06/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/07/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist