

Request for Records Disposition Authority

Records Schedule Number DAA-0423-2018-0004

Schedule Status Approved

Agency or Establishment Office of Justice Programs

Record Group / Scheduling Group Records of the Law Enforcement Assistance Administration

Records Schedule applies to Agency-wide

Schedule Subject Civil Rights Compliance Records

Internal agency concurrences will
be provided No

Background Information The Office for Civil Rights ensures that recipients of financial assistance from OJP and its components are not engaged in prohibited discrimination. The primary objective in accomplishing this mission is to secure prompt and full compliance with all civil rights laws and regulations so that needed Federal assistance may commence or continue.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	1	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0423-2018-0004

Sequence Number	
1	Civil Rights Compliance Review Case Files Disposition Authority Number: DAA-0423-2018-0004-0001
2	Civil Rights Complaint Case Files Disposition Authority Number: DAA-0423-2018-0004-0002
3	Resolution Agreement Monitoring Files Disposition Authority Number: DAA-0423-2018-0004-0003
4	"No Jurisdiction" Correspondence Disposition Authority Number: DAA-0423-2018-0004-0004
5	Equal Employment Opportunity Program Review Files Disposition Authority Number: DAA-0423-2018-0004-0005
6	Enforcement Employment Action Files Disposition Authority Number: DAA-0423-2018-0004-0006

Records Schedule Items

Sequence Number	
1	<p>Civil Rights Compliance Review Case Files</p> <p>Disposition Authority Number DAA-0423-2018-0004-0001</p> <p>Documents accumulated in performing pre-award, post-award or special reviews of employment policies and procedures of service of reciprocity of OJP funds; reviewing and clearing reports of reviews, and recommending and directing corrective action or sanctions against recipients of OJP funds. Included are minutes and reports of meetings, employee information reports, and recommendations, clearance actions, documents recommending or directing corrective action, and related documents and correspondence.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation NC1-423-85-001 / 1300-1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at close of fiscal year in which action on the review is completed.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1974</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2002</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	5 GB	1 GB
Paper	47 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Civil Rights Complaint Case Files

Disposition Authority Number **DAA-0423-2018-0004-0002**

Documents created in investigating inquiries/complaints about discrimination in employment and/or provisions of service by recipients of OJP funds including police agencies, court and correctional institutions, private nonprofit organizations and research institutions, preparing and reviewing investigation reports to determine if discrimination was practiced; resolving complaints, and directing and monitoring corrective actions. Included are complaints, requests for investigation, preliminary analyses and investigative reports, minutes or summaries of meetings and interviews, recommendations, clearance actions, investigative determinations, documents directing corrective action or sanctions, final reports, and related documents and correspondence.

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 **NC1-423-85-001 / 1300-2**

Disposition Instruction

Cutoff Instruction **Cutoff at close of fiscal year in which action on the case is completed.**

Retention Period **Destroy 10 year(s) after cutoff**

3	Additional Information	
	GAO Approval	Not Required
	Resolution Agreement Monitoring Files	
	Disposition Authority Number	DAA-0423-2018-0004-0003
	Documents accumulated as a result of OJP's responsibility to monitor Grantee's Civil Rights Compliance activities in accordance with their agreement.	
	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	NC1-423-85-001 / 1300-03
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of 2 years monitoring period.
	Retention Period	Destroy 3 year(s) after cutoff
4	Additional Information	
	GAO Approval	Not Required
	"No Jurisdiction" Correspondence	
	Disposition Authority Number	DAA-0423-2018-0004-0004
	Correspondence accumulated as a result of inquiries regarding cases where it has been determined that the agency has no jurisdiction in civil rights compliance.	
	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

5	GRS or Superseded Authority Citation	NC1-423-85-001 / 1300-04
	Disposition Instruction	
	Cutoff Instruction	Cutoff when determination has been made
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Equal Employment Opportunity Program Review Files	
	Disposition Authority Number	DAA-0423-2018-0004-0005
	Files relating to OJP review of grantee Equal Employment Opportunity Program.	
	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
6	GRS or Superseded Authority Citation	NC1-423-85-001 / 1300-05
	Disposition Instruction	
	Cutoff Instruction	Cutoff after review is completed.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Enforcement Employment Action Files	
	Disposition Authority Number	DAA-0423-2018-0004-0006
	Case Files relating to OJP enforcement actions regarding grantee noncompliance with Civil Rights requirements and resulting in suspension or termination of grant.	
	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	NC1-423-85-001 / 1300-6
Disposition Instruction	
Cutoff Instruction	Cutoff after resolution termination.
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
05/02/2018	Certify	Angela NoelGantt	Deputy Director of Administration	Office of Justice Programs - Office of Administration
05/11/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/18/2018	Submit For Certification	Demetrius Daniels	Records Management Specialist	Office of Administration - Business Resources Division
06/22/2018	Certify	Angela NoelGantt	Deputy Director of Administration	Office of Justice Programs - Office of Administration
05/04/2020	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist