

INACTIVE--ALL ITEMS INACTIVATED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-GRS-2019-0002

Request for Records Disposition Authority

Records Schedule Number: DAA-GRS-2019-0002
Schedule Status: Modified Approved Version
Agency or Establishment: General Records Schedules (National Archives and Records Administration)
Record Group / Scheduling Group: General Records Schedules
Records Schedule applies to: Government-wide
Schedule Subject: General Records Schedule 6.7: Legal Records
Internal agency concurrences will be provided: No

Background Information: This schedule covers records an agency legal office creates in the course of giving counsel and advice to an agency on legal issues; drafting agreements, contracts, and other legal documents to preserve an agency's legal rights; and representing an agency in court. These records are most often produced in an office of General Counsel, Chief Counsel, or Solicitor, but may originate in any office tasked with responsibility for professional legal advice, assistance, and representation.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

INACTIVE--ALL ITEMS INACTIVATED

INACTIVE--ALL ITEMS INACTIVATED

Outline of Records Schedule Items for DAA-GRS-2019-0002

Sequence Number	
1	Legal opinions and advice on administrative matters. Disposition Authority Number: DAA-GRS-2019-0002-0001
2	Routine and administrative-matter litigation records. Disposition Authority Number: DAA-GRS-2019-0002-0002
3	Subpoena response records. Disposition Authority Number: DAA-GRS-2019-0002-0003
4	Attorney working files and subject files. Disposition Authority Number: DAA-GRS-2019-0002-0005
5	Case/matter tracking/calendaring system records. Disposition Authority Number: DAA-GRS-2019-0002-0006

INACTIVE--ALL ITEMS INACTIVATED

INACTIVE--ALL ITEMS INACTIVATED

Records Schedule Items

Sequence Number					
1	<p>Legal opinions and advice on administrative matters.</p> <p>Disposition Authority Number DAA-GRS-2019-0002-0001</p> <p>Records documenting agency legal counsel statements on a specific case or legal issue not related to agency mission. Includes: • formal legal opinions, informal legal opinions, and advice on administrative functions such as human resources, financial management, FOIA, Privacy Act, facility management, and similar • background material on advice and opinions related to administrative functions</p> <p>Exclusion: Agencies must schedule records of legal opinions and advice relating to agency mission in an agency-specific records schedule. Note: If an agency interfiles mission-related and administrative advice and opinions, then it must apply an agency-specific schedule to the whole, as this item does not cover mission-related legal advice or opinions.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</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> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>GRS 6.7, item 010</td><td></td></tr></tbody></table> <p>Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when superseded or no longer required for business use, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 6.7, item 010	
Manual Citation	Manual Title				
GRS 6.7, item 010					
2	<p>Routine and administrative-matter litigation records.</p>				

INACTIVE--ALL ITEMS INACTIVATED

Disposition Authority Number DAA-GRS-2019-0002-0002

Cases or matters created in the course of prosecuting on behalf of the Government or defending the Government where the subject of the suit is administrative, non-precedential in nature, or routine. Includes: • suits filed under the Administrative Procedure Act • suits filed under the Contracts Dispute Act (see Note 1) • employment issues litigated before the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the Department of Labor, the Office of Special Counsel, or a Federal court • FOIA and Privacy Act litigation • torts not covered in item 030 • debarment and suspension matters; misconduct in research • environmental compliance matters Note 1: GRS 1.1, item 060 covers contract dispute appeal records held by contracting officers or financial management offices. Note 2: If an agency interfiles mission-related and administrative litigation records, its schedule for mission-related material takes precedence over this item and applies to the whole set. Exclusion 1: Agencies must schedule records of litigation cases/matters related to agency missions or organic statutes through an agency-specific records schedule. Exclusion 2: This item may not be used by the Department of Justice and its components. These entities must schedule their litigation records independently through agency-specific records schedules. Exclusion 3: This item does not cover civil rights complaint records.

Final Disposition Temporary

Item Status Inactive

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

Manual Citation	Manual Title
GRS 6.7, item 020	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period Destroy 7 years after close of case or final adjudication on appeal, as appropriate, but longer retention is authorized if required for business use.

INACTIVE--ALL ITEMS INACTIVATED

INACTIVE--ALL ITEMS INACTIVATED

3

Additional Information

GAO Approval Not Required

Subpoena response records.

Disposition Authority Number DAA-GRS-2019-0002-0003

Records created in response to a subpoena or "Touhy demand," including the response letter and records provided in response to the request. Exclusion 1: Agencies must schedule records of agency-issued subpoenas in an agency-specific records schedule. Exclusion 2: Agencies must schedule records created by agency Inspectors General under authority to issue administrative subpoenas in an agency-specific records schedule.

Final Disposition Temporary

Item Status Inactive

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

Manual Citation	Manual Title
GRS 6.7, item 030	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period Destroy 3 years after response or final resolution, as appropriate, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Attorney working files and subject files.

Disposition Authority Number DAA-GRS-2019-0002-0005

Supporting or background documents used in developing work product files but which do not serve as a basis for official action. Also non-litigation files on a variety of topics arranged by subject, maintained by legal counsel (except the General

4

INACTIVE--ALL ITEMS INACTIVATED

INACTIVE--ALL ITEMS INACTIVATED

Counsel, Chief Counsel, or Solicitor: see Exclusion). Includes: • drafts, notes, correspondence, and memoranda • reference material • duplicated official records located in other files • material not acted upon • reports • agreements • opinions and interpretations from courts and outside legal counsel Exclusion: Agencies must schedule their General Counsel, Chief Counsel, or Solicitor's subject files through an agency-specific records schedule.

Final Disposition Temporary

Item Status Inactive

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

Manual Citation	Manual Title
GRS 6.7, item 060	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period Destroy after completing work product, closing file, or when no longer needed for business, as appropriate.

Additional Information

GAO Approval Not Required

Case/matter tracking/calendaring system records.

Disposition Authority Number DAA-GRS-2019-0002-0006

Records that track scheduling and completion of activity relating to cases and matters, from inception to final resolution. Exclusion: Records in systems that not only track case/matter activity but also include actual case/matter documents; agencies must schedule these intermingled records separately through an agency-specific records schedule.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

5

INACTIVE--ALL ITEMS INACTIVATED

INACTIVE--ALL ITEMS INACTIVATED

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**

Manual Citation	Manual Title
GRS 6.7, item 070	

Inactive Status Explanation **"The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."**

Disposition Instruction

Retention Period **Delete or destroy after close of case or final adjudication on appeal, as appropriate, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

INACTIVE--ALL ITEMS INACTIVATED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2019-0002**

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
11/27/2018	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/14/2019	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/17/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/17/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/19/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

INACTIVE--ALL ITEMS INACTIVATED