



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0173-2021-0013

Status: APPROVED  
Date Approved: 08/17/2023

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0173-2021-0013

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Hearing Case Files	Temporary
0002	ALJ and Special Counsel Subject Files	Temporary

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Records Schedule Items

<b>DAA-0173-2021-0013-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Hearing Case Files	
Item Description	Documents and materials from parties related to the Administrative Law Judge's consideration of a hearing case referred to the ALJ from the Commission or one of its operating bureaus. Includes notices of appearance, motions and responsive pleadings, privilege logs. ALJ rulings, transcripts of oral proceedings, case briefs, appendices, transcripts of depositions, and documentary evidence submitted by the parties. Such materials may include both paper documents and materials submitted electronically, and occasionally materials submitted via CD-ROM.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after the close of a matter and when the appeal period has expired.	
Retention Period	Destroy 10 year(s) after after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0173-2021-0013-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	ALJ and Special Counsel Subject Files	
Item Description	Includes emails, working files, legal research memoranda, documents used for referenced, and other materials generated in relation to the consideration, analysis, and resolution of particular issues that arise in individual hearing proceedings.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after the close of a matter and when the appeal period has expired.
Retention Period	Destroy 10 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	08/05/2021
Approve	Colleen Shogan	08/17/2023