Request for Records Disposition Authority

Records Schedule Number	DAA-0016-2014-0002
Schedule Status	Approved
Agency or Establishment	Department of Agriculture
Record Group / Scheduling Group	Records of the Office of the Secretary of Agriculture
Records Schedule applies to	Major Subdivsion
Major Subdivision	Departmental Management
Minor Subdivision	Office of the Administrative Law Judges
Schedule Subject	Administrative wage garnishment cases
Internal agency concurrences will be provided	No
Background Information	Administrative wage garnishment is decided by the Administrative Law Judge, sealed, and may occur at any time in the future if not at the time the Judge's decision is rendered.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0016-2014-0002

Sequence Number	
1	Administrative Wage Garnishment
1.1	Administrative Wage Garnishment Cases Disposition Authority Number: DAA-0016-2014-0002-0001

Records Schedule Items

Sequence Number		
1	Administrative Wage Garnishment Administrative wage garnishment is decided by the Administrative Law Judge, sealed, and may occur at any time in the future if not at the time the Judge's decision is rendered.	
1.1	Administrative Wage Garnishment Cases	
	Disposition Authority Number	DAA-0016-2014-0002-0001
	Cases decided by the Administrative Law Judge and files contain documentation regarding delinquent loan payments of non-Federal individuals	
	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
	Disposition Instruction	
	Cutoff Instruction	Case is closed after the Judge's decision. Closed case files are cut off at the end of the fiscal year and the paper is destroyed after 1 year. Electronic case files are deleted when no longer needed.
	Retention Period	Destroy 1 year(s) after case closed
	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
07/15/2014	Certify	Danita Stanton	Management Analyst, RG16 Records Officer	OCIO - TPA and E/IMD
11/12/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/12/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/13/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/13/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist