

Request for Records Disposition Authority

Records Schedule Number DAA-0428-2015-0001

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group General Records of the Department of the Navy, 1947-

Records Schedule applies to Major Subdivision

Major Subdivision DON/AA

Minor Subdivision Office of General Counsel

Schedule Subject Legal Discovery Documents

Internal agency concurrences will be provided No

Background Information The InfoDox Platform enables the Office of the General Counsel (OGC) to view and search collected legal discovery documents quickly and easily. It is a vital legal analysis tool for the Navy. The web-based system enables OGC to organize, review, redact, and produce legal discovery documents thoroughly and efficiently.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0428-2015-0001

Sequence Number	
1	Evidence Management System (EMS) Disposition Authority Number: DAA-0428-2015-0001-0001

Records Schedule Items

Sequence Number																	
1	<p>Evidence Management System (EMS)</p> <p>Disposition Authority Number DAA-0428-2015-0001-0001</p> <p>The InfoDox Platform enables the Office of the General Counsel (OGC) to view and search collected legal discovery documents quickly and easily. It is a vital legal analysis tool for the Navy. The web-based system enables OGC to organize, review, redact, and produce legal discovery documents thoroughly and efficiently. It covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Destroy 5 years after legal hold is lifted</td></tr><tr><td>Retention Period</td><td>Destroy 5 year(s) after cut off</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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	Cutoff Instruction	Destroy 5 years after legal hold is lifted	Retention Period	Destroy 5 year(s) after cut off	GAO Approval	Not Required
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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
10/23/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
04/21/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist