

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0008
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Major Subdivision
Major Subdivision Criminal Division
Minor Subdivision Office of the Assistant Attorney General
Schedule Subject File Room Tracking System
Internal agency concurrences will be provided No

Background Information The Criminal Division's File Tracking System is an Oracle database that tracks the stages of records, the creation, location, description, associated transactions, disposition, and destruction of all the Division's record retentions and Duplex-Numeric Classification System of the Department of Justice (NARA Job No N1-60-88-10, et al) The system is linked to two other systems, the Classification Tracking System which initiates the DJ Number, records the case name, open date, and close date Then the information downloads to the Records Management system making case information available for users to create record types, assign point of contact information, file manifest, but not limited to, description of case contents and box number(s) The file tracking system utilizes various field from the two systems and then has additional fields for the current and storage locations of each file section, tracks each loan and return of individual file sections, records the physical transfer of all file sections between the Division's many sections, records the location of all file sections transferred to Federal Records Centers, and records the final disposition of all file sections as they are destroyed or transferred to the National Archives and Records Administration (NARA) in accordance with approved disposition schedules The Criminal Division uses the system to locate and retrieve record(s) as needed for business purposes, to identify record that are located in sections and ready for retirement, disposition consistent with criteria specified in approved disposition schedules, and to manage the maintenance and disposition of records in accordance with Federal law, Departmental policy, and NARA regulations, policies, and procedures

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0008

Sequence Number	
1	Master Files
	Disposition Authority Number DAA-0060-2012-0008-0002

Records Schedule Items

Sequence Number	
1	<p>Master Files</p> <p>Disposition Authority Number DAA-0060-2012-0008-0002</p> <p>The database contains data related to tracking the stages of record(s), the creation, location, description, associated transactions, disposition, and destruction of all the Division's record retentions and Duplex-Numeric Classification System of the Department of Justice (NARA Job No N1-60-88-10, et al) The master file includes the following fields, but not limited to DJ No , start date, end date, due date, accession No , ARCIS, location, from box No , total box, record type, section, enclosure box, enclosure folder, other, file open date, file close date, proposed destruction date, actual destruction date, subject to privacy act, subject to preservation hold, classification level, is the material SCI, SCI access, permanent or temporary, and content/remarks</p> <p>Final Disposition Temporary</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of each calendar year after the records related to an individual record or DJ number are destroyed or transferred to the National Archives</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
02/01/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
07/24/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/25/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/25/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/15/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist