

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2017-0009

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 12/01/2025

General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Bureau of Alcohol, Tobacco, Firearms and Explosives, Bureau of Prisons, Department of Justice, Drug Enforcement Administration, Executive Office for Immigration Review, Executive Office for U.S. Attorneys, Federal Bureau of Investigation, Federal Prison Industries, Incorporated, Foreign Claims Settlement Commission of the United States, Office of Justice Programs, United States Marshals Service
Schedule Subject	Training Records
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments. Note: This schedule covers temporary, mission-related training records created department-wide. It is intended to complement NARA's revised schedule for training records, General Records Schedule 2.6, expected to be formally released in 2017. The GRS applies only to records documenting training unrelated to agency mission, and provided to all employees, such as information security or ethics.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

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-0060-2017-0009

Item #	Title	Disposition
0001	Law Enforcement Officer Training Records	Temporary
0002	Legal, Investigative, and Litigation-Specific Training Records	Temporary
0003	Administration of Justice Technical Skills Training Records	Temporary
0004	Training Administration Records	Temporary

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Records Schedule Items

DAA-0060-2017-0009-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Law Enforcement Officer Training Records	
Item Description		Records documenting all aspects of DOJ-provided training for federal law enforcement officers, agents, or other officials acting in such capacity. Selected examples include curriculum development, c.v. and related faculty information, abstracts, general course descriptions, individual registration/enrollment information, course materials, lesson plans, course evaluation, student evaluation and assessment information, progress tracking, faculty management, and student management data.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
Superseded Item		Item Superseded in Part?	Explanation
N1-060-09-031 / 2/A/1		No	
N1-060-09-031 / 2/B/1		No	
N1-060-09-031 / 2/C/1		No	
N1-129-01-016 / 2		No	
N1-129-01-017 / 4		No	
N1-129-09-033 / 1/B		No	
N1-129-09-033 / 1/C		No	
N1-129-09-033 / 2/A		No	
N1-129-09-033 / 2/B		No	
N1-129-09-033 / 2/D		No	
N1-129-99-015 / 1		No	
N1-129-99-015 / 2/A		No	
N1-129-99-015 / 2/B		No	
N1-129-99-015 / 3		No	
N1-129-99-015 / 4		No	
N1-129-99-015 / 5		No	
N1-129-99-015 / 6		No	
N1-129-99-015 / 7/A		No	
N1-129-99-015 / 7/B		No	

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N1-129-99-015 / 8	No	
N1-170-89-001 / 1220-16	No	
N1-170-89-001 / 830-02/A/2, partial	Yes	N1-170-89-001 / 830-02/A/2, partial
N1-170-89-001 / 830-02/B, partial	Yes	N1-170-89-001 / 830-02/B, partial
N1-170-89-001 / 860-10, partial	Yes	N1-170-89-001 / 860-10, partial
N1-170-94-001 / 801-06/A	No	
N1-170-94-001 / 801-06/B	No	
N1-170-94-001 / 801-09, partial	Yes	N1-170-94-001 / 801-09, partial
N1-170-94-001 / 801-10, partial	Yes	N1-170-94-001 / 801-10, partial
N1-170-94-001 / 801-11, partial	Yes	N1-170-94-001 / 801-11, partial
N1-170-94-001 / 801-13/A, partial	Yes	N1-170-94-001 / 801-13/A, partial
N1-170-94-001 / 801-13/B, partial	Yes	N1-170-94-001 / 801-13/B, partial
N1-436-00-002 / 1B	No	
N1-436-00-002 / 2B	No	
N1-527-97-010 / 2	No	
N1-527-97-010 / 3	No	
N1-527-97-010 / 4	No	
N1-527-97-010 / 5	No	
N1-527-97-010 / 6	No	
NC1-170-77-001 / 801-02, partial	Yes	NC1-170-77-001 / 801-02, partial
NC1-170-77-001 / 801-03, partial	Yes	NC1-170-77-001 / 801-03, partial
NC1-170-77-001 / 801-04, partial	Yes	NC1-170-77-001 / 801-04, partial
NC1-170-77-001 / 801-08, partial	Yes	NC1-170-77-001 / 801-08, partial
NC1-170-77-001 / 820-02, partial	Yes	NC1-170-77-001 / 820-02, partial
NC1-170-77-001 / 820-03, partial	Yes	NC1-170-77-001 / 820-03, partial
NC1-170-77-001 / 860-01/A, partial	Yes	NC1-170-77-001 / 860-01/A, partial
NC1-170-77-001 / 860-01/B, partial	Yes	NC1-170-77-001 / 860-01/B, partial
NC1-170-77-001 / 860-02, partial	Yes	NC1-170-77-001 / 860-02, partial
NC1-170-77-001 / 860-03, partial	Yes	NC1-170-77-001 / 860-03, partial
NC1-170-77-001 / 860-06, partial	Yes	NC1-170-77-001 / 860-06, partial
NC1-170-77-001 / 860-08, partial	Yes	NC1-170-77-001 / 860-08, partial
DAA-0170-2015-0001 partial	Yes	DAA-0170-2015-0001 partial
NC1-170-77-001 / 860-04	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 25 year(s) after date of last action	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0060-2017-0009-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Legal, Investigative, and Litigation-Specific Training Records	
Item Description		Records documenting all aspects of Department and component-provided training for Departmental mission functions not included in Item 0001 above, including investigation, litigation, legal analysis and Continuing Legal Education (CLE) courses. Selected examples include curriculum development, c.v. and related faculty information, abstracts, general course descriptions, individual registration/enrollment information, course materials, lesson plans, course evaluations, student evaluation and assessment information, progress tracking, faculty management, and student management data.	
		In addition to internal skills training, this item includes outreach and external training developed and provided by DOJ. External participants may include employees of other federal agencies, employees of state and local law enforcement entities, and international legal and law enforcement personnel.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation	
N1-060-09-031 / 2/A/2	No		
N1-060-09-031 / 2/B/2	No		
N1-060-09-031 / 2/C/2	No		
N1-060-09-031 / 2D	No		
N1-170-89-001 / 830-02/A/2, partial	Yes	N1-170-89-001 / 830-02/A/2, partial	
N1-170-89-001 / 830-02B, partial	Yes	N1-170-89-001 / 830-02B, partial	
N1-170-89-001 / 860-10, partial	Yes	N1-170-89-001 / 860-10, partial	
N1-170-94-001 / 801-09, partial	Yes	N1-170-94-001 / 801-09, partial	
N1-170-94-001 / 801-10, partial	Yes	N1-170-94-001 / 801-10, partial	

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N1-170-94-001 / 801-11, partial	Yes	N1-170-94-001 / 801-11, partial
N1-170-94-001 / 801-13/A, partial	Yes	N1-170-94-001 / 801-13/A, partial
N1-170-94-001 / 801-13/B, partial	Yes	N1-170-94-001 / 801-13/B, partial
N1-436-00-002 / 1C	No	
N1-436-00-002 / 2C	No	
N1-436-00-002 / 2/D	No	
NC1-170-77-001 / 801-02, partial	Yes	NC1-170-77-001 / 801-02, partial
NC1-170-77-001 / 801-03, partial	Yes	NC1-170-77-001 / 801-03, partial
NC1-170-77-001 / 820-02, partial	Yes	NC1-170-77-001 / 820-02, partial
NC1-170-77-001 / 820-03, partial	Yes	NC1-170-77-001 / 820-03, partial
NC1-170-77-01 / 801-04, partial	Yes	NC1-170-77-01 / 801-04, partial
NC1-170-77-01 / 801-08, partial	Yes	NC1-170-77-01 / 801-08, partial
NC1-170-77-01 / 860-01/A, partial	Yes	NC1-170-77-01 / 860-01/A, partial
NC1-170-77-01 / 860-01/B, partial	Yes	NC1-170-77-01 / 860-01/B, partial
NC1-170-77-01 / 860-02, partial	Yes	NC1-170-77-01 / 860-02, partial
NC1-170-77-01 / 860-03, partial	Yes	NC1-170-77-01 / 860-03, partial
NC1-170-77-01 / 860-06, partial	Yes	NC1-170-77-01 / 860-06, partial
NC1-170-77-01 / 860-08, partial	Yes	NC1-170-77-01 / 860-08, partial
NC1-436-80-002 / 6	No	
NC1-436-80-02 / 5	No	
DAA-0170-2015-0001 partial	Yes	DAA-0170-2015-0001 partial
NC1-170-77-001 / 860-04	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy between 6 year(s) and 10 year(s) after last action	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0060-2017-0009-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Administration of Justice Technical Skills Training Records

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Item Description	Records documenting technical skills trainings and certifications for employees in support areas such as human resources, information technology, acquisition, budget, and finance, excluded from the General Records Schedule (GRS) and not covered elsewhere. Records include student management information (i.e. enrollment and completions) as well as course content curriculum development as listed above.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-060-09-026 / 2A	No	
N1-060-09-026 / 2B	No	
N1-060-09-026 / 3	No	
N1-060-09-031 / 2/B/2	No	
N1-060-09-031 / 2/C/2	No	
N1-060-09-031 / 2D	No	
N1-129-09-033 / 1/A	No	
N1-129-09-033 / 2/C	No	
NC1-170-77-001 / 860-04	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually.	
Retention Period	Destroy between 6 year(s) and 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0060-2017-0009-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Training Administration Records

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Item Description	Records documenting ancillary and administrative aspects of mission-related training, such as publicity, schedules, rosters, available facilities, logistics, and coordination.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-129-09-033 / 2/E	No	
NC1-170-77-001 / 860-04	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually.	
Retention Period	Destroy 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	05/31/2017