

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2024-0012

Status: APPROVED
Date Approved: 07/28/2025

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	Department of Justice, Executive Office for U.S. Attorneys
Schedule Subject	Debt Collection Records
Additional Schedule Information	<p>The Department of Justice (DOJ or Department) collects on court-ordered judgments, contractual agreements, and settlement agreements, on behalf of the Department of the Treasury and other Federal agencies and is responsible for collecting from debtors who have defaulted on their responsibility to repay their debts, as well as ensuring the timely collection of current judgments and settlements. Such debts arise from the numerous Federal programs where Federal agencies loan money directly or guarantee or ensure loans from private financial institutions. The Department also collects amounts due the United States from fees, leases, services, overpayments, civil penalties, and other similar sources. These debts are the result of either direct proceedings initiated by the Department or referred collections where the Department of Justice is conducting litigation and debt enforcement on behalf of other federal agencies.</p> <p>Debt Collection activities are performed in all 94 U.S. Attorneys' Offices (augmented by attorneys at Private Collection Firms); and in six Litigating Divisions focused on handling specialized civil litigation that result in collection actions. These Divisions include: Civil, Criminal, Tax, Civil Rights, Antitrust, and Environment and Natural Resources. The Debt Collection Management (DCM) Staff in the Justice Management Division (JMD) is responsible for collecting and maintaining the data coming in related to federal debt. DCM provides the operational, litigation support, policy and client support services, training, and reporting needed to facilitate the collection of debts owed to the United States Government.</p>

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The USAOs may enforce the criminal debts for 20 years plus the period of incarceration. In civil debts the Financial Litigation Program (FLP) files a judgement lien on the defendant which is good for 20 years and can be renewed for another 20 years.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

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-0060-2024-0012

Item #	Title	Disposition
0001	Financial Case Records	Temporary
0002	Consolidated Debt Collection Tracking Records : Records from Criminal Cases	Temporary
0003	Consolidated Debt Collection Tracking Records : Records from Civil Cases	Temporary

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Records Schedule Items

DAA-0060-2024-0012-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Financial Case Records	
Item Description	<p>These records contain financial information that is collected on behalf of an individual, company, or a corporation based upon a court order, ruling, or decision by a judge that requires payment to a government agency. Records only pertain to the collection of funds based on a ruling. Records documenting the full case are maintained with the pertinent case's litigation case file.</p> <p>These records are categorized into two sections:</p> <p>(1)Custodian Collector (DOJ)</p> <p>(2) Recipient agency that receives payments via Intra-Governmental Payment and Collection (PAC) transactions.</p> <p>Records may include relevant correspondence, worksheets, and officially prepared forms that documents a complete or incomplete payment record received and made on behalf of individual's or company or corporations' initiation through the expiration or conclusion, or final payment action has been completed and verified. Memorandums of understanding (MOUs), interagency agreements, service level agreements, fiscal agency agreements, fiscal agencies agreements, non-disclosure agreements may also be included in these files.</p> <p>Additionally, records from the National Central Intake Facility (consisting of referral packages that contain a Claims Collection Litigation Report (CCLR), a Certificate of Indebtedness (COI), credit data, etc.), the Debt Accounting Operations Group records (relating to the receipt, disbursement, accounting, and reporting of payments received from and on behalf of debtors whose debts are being collected by various components of the DOJ), and the Private Counsel Program records (who works with law firms contracted to collect debts owed to the Federal government), may also be included with the financial case records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-118-89-003 / 1	No	
N1-118-10-007 / 4/a	Yes	Only cases related to debt collection will be superseded by this schedule.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when Expiration of court order, statute of limitations, and all other enforcement actions are completed.	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Consolidated Debt Collection Tracking Records
Group Description	The Consolidated Debt Collection System, tracks records of civil and criminal debts collected by the Department of Justice. These debts are the result of either direct proceedings initiated by the Department or referred collections where the Department of Justice is conducting litigation and debt enforcement on behalf of other federal agencies. The system is primarily used to support and track collection activities and the resulting financial actions. The collection data is needed for requests from Department of Justice (DOJ) leadership, the office of Management and Budget (OMB), DOJ's Office of the Inspector General, Congressional inquiries, and component level requests.
	Data collected includes (but is not limited to):
	• Debtor Identification information (name, address, counsel's name and address, employer, bank, debt type).
	• System assigned record number.

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	<ul style="list-style-type: none">• Debt information (dollar amount, accrued interest).	
	<ul style="list-style-type: none">• Court information.	
	<ul style="list-style-type: none">• Records of payments/credits.	
	<ul style="list-style-type: none">• Case notes include history records of actions performed by DOJ personnel.	
	The US Attorney's Office may enforce the criminal debts for 20 years plus the period of incarceration. In civil debts the FLP files a judgement lien on the defendant which is good for 20 years and can be renewed for another 20 years.	
DAA-0060-2024-0012-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Records from Criminal Cases	
Item Description	Criminal debts are imposed when the United States Districts Court (USDC) judge orders a Judgment in a Criminal Case (JCC). In this judgment there are several different monetary penalties including assessment, restitution (federal/non-federal), fine, and other penalties. The USAO files a lien to protect the United States interest. The criminal debt may be enforced for 20 years after release from incarceration, parole, or (in the case of a corporation or organization) verdict/ruling.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-060-08-002 / 2	No	
N1-118-89-003 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of incarceration, probation, or final payment (for corporations)	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0060-2024-0012-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records from Civil Cases
Item Description	When a civil judgment is obtained, the USAO files a lien that provides the USAO with the tools needed to enforce the debt. The actual civil judgment does not expire. The judgment lien is good for 20 years and may be renewed for another 20 years. The USAO may enforce this judgment by filing a judgment lien, garnishment, writs of execution, or by including the debt on the Treasury Offset Program (TOP).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-060-08-002 / 2	No
N1-118-89-003 / 2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Expiration of court order, statute of limitations, and all other enforcement actions are completed.
Retention Period	Other: Destroy 20 years or 40 years after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	William Fischer	07/28/2025