

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2024-0019

Status: APPROVED  
Date Approved: 08/20/2025

## General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Access to Justice
Schedule Subject	Civil Legal Empowerment, Access, and Reentry (CLEAR) Project Files
Additional Schedule Information	<p>In April 2023, the Deputy Attorney General announced that the Department of Justice's Office for Access to Justice (ATJ) and the Federal Bureau of Prisons (BOP) would collaborate to develop a civil legal services pilot project in federal prisons. The collaboration was branded as the CLEAR (Civil Legal Empowerment, Access and Reentry) Program.</p> <p>Through CLEAR, ATJ, and BOP, in collaboration with a university or legal services provider, will provide incarcerated individuals with no-cost legal support to resolve common civil legal issues that may create barriers to reentry. The initiative will help with some of the most common challenges that individuals face toward a productive reentry to society, like family legal matters and managing debt issues, as well as disability claims.</p> <p>CLEAR includes three segments: (1) developing and providing self-help materials to address civil legal needs of Adults in Custody (AICs); (2) conducting a series of Empowerment Workshops focused on civil legal needs; and (3) creating a Medical Legal Partnership (MLP) focused on pre-release Supplemental Security Income (SSI) mental health claims.</p>
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: 2

Number of Temporary disposition items: 2

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-0060-2024-0019

Item #	Title	Disposition
0001	Program Files	Temporary
0002	Disability Case Files	Temporary

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Records Schedule Items

<b>DAA-0060-2024-0019-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Program Files	
Item Description	<p>Records created for the purpose of engaging with past, prospective, and current participants in the CLEAR program. These records may include, but are not limited to pamphlets, booklets, empowerment workshop presentations, calendars, invitations, correspondence, surveys, and publications. Program Files include:</p> <ul style="list-style-type: none"><li>• Subject files and project files that the Office of Access to Justice (ATJ) maintains as they develop outreach materials and strategies for the program.</li><li>• Self-help documents created to help incarcerated individuals access assistance programs including pamphlets, booklets, and other information. Records may include, but are not limited to, materials created for empowerment workshops including presentations, calendars, invitations, subject files, project and correspondence files, journals, news articles, and publications.</li><li>• Outreach files include surveys as part of the initial evaluation of the pilot, and will also include surveys going forward on different aspects of the program.</li></ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after the end of the calendar year in which files are superseded or closed	
Retention Period	Destroy 5 year(s) after cutoff or when superseded occurs, whichever is later	
<b>ADDITIONAL INFORMATION</b>		

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

DAA-0060-2024-0019-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disability Case Files	
Item Description	<p>Non-litigation case files containing medical records of incarcerated individuals created in collaboration with university or legal service providers to assist individuals with receiving disability funds from social security upon reentry.</p> <p>The majority of files are maintained by partners with Access to Justice (ATJ) maintaining a minimum number of files. ATJ keeps records of the case files to mentor some of the partner’s cases. Partners are responsible for the retention of their copies of the disability case files.</p> <p>Records include, but are not limited to, incarcerated individual’s identification data, drug testing data, medical and dental history and examinations (past and present), including diagnosis and treatment notes and pharmaceutical information; designations of incarcerated individuals from parent facilities to medical facilities; mental health and drug abuse information, generated and maintained by the BOP; mental health and drug abuse information generated outside BOP by other corrections agencies and health care providers such as surgical clinics, mental hospitals, private therapists, etc.; information concerning individuals with a specific health condition or status or disabilities; recidivism-related data, including information about probation violations; and contact information for BOP, ATJ, incarcerated individuals upon release, and third party staff participating in the CLEAR Program.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when the Social Security Administration approves or denies an application.
Retention Period	Destroy 5 year(s) 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	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.