

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2025-0002

Status: APPROVED
Date Approved: 07/15/2026

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	U.S. Trustee Program
Schedule Subject	Private Trustee Oversight Records
Additional Schedule Information	United States Trustees appoint and supervise private trustees who administer bankruptcy estates under chapters 7, 11, 12, and 13 of the Bankruptcy Code. Private trustees are not government employees. They do, however, work in concert with United States Trustees to ensure the efficiency and integrity of the bankruptcy system. Private trustee supervision includes monitoring the trustee's caseload, case administration, and service as a fiduciary in each case. The Trustee Supervision files are maintained by the USTP Executive Office and field offices. There are three types of private trustees: (1) panel, (2) standing, and (3) trustees that are appointed on a case-by-case basis, such as chapter 11 trustees and certain chapter 12 trustees. Panel trustees in chapter 7 cases are appointed by the United States Trustee in each specific geographic region. In each chapter 7 case, a trustee is selected from the panel generally by a random rotation. The appointed trustee is responsible for collecting the debtor's nonexempt assets, liquidating them, and distributing the proceeds to the debtor's creditors. Standing trustees have a standing appointment by the United States Trustee to administer chapter 12 cases (family farmers and fisherman) and 13 cases (individual wage-earners, who may operate small businesses) within a respective region. When a standing trustee is appointed in a case, they evaluate the financial affairs of the debtor, make recommendations to the court regarding confirmation of the debtor's repayment plan, and administer the court-approved plan by collecting payments from the debtor and disbursing the funds to creditors.

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Private trustees are also appointed on case-by-case basis, most commonly in chapter 11 cases, including subchapter V trustees appointed under the Small Business Reorganization Act of 2019 to administer small business cases, and chapter 12 cases in regions where there are insufficient case filings to warrant the appointment of a standing trustee. In certain instances, creditors may elect a trustee to administer a chapter 7 and 11 case.

This schedule only covers records related to oversight of private trustees. Trustee Distribution Reports and Trustee Final Reports are scheduled in U.S. Trustee Field Office Records, N1-060-92-005.

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: 1

Number of Temporary disposition items: 1

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-0060-2025-0002

Item #	Title	Disposition
0001	Private Trustee Oversight Records	Temporary

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Records Schedule Items

DAA-0060-2025-0002-0001		STATUS: Active							
ITEM GENERAL INFORMATION									
Item Title	Private Trustee Oversight Records								
Item Description	The file may contain the trustee's performance reviews, budgets, audits, examinations, reports, including Trustee Interim Reports, and similar documents, as well as memoranda concerning any remedial actions and supporting documentation relied upon to prepare performance reviews or to take remedial actions. Supporting documentation may include correspondence with the trustee regarding interim reports, final reports and accounts, case closing, budgets, monthly reports, audits and annual reports, memoranda summarizing the review of §341(a) meetings, court performance, and retention and compensation requests, the results of audits, examinations, or reviews, public complaints and their disposition, verified statements, and any other information utilized in support of the performance reviews or remedial actions. The trustee oversight file may also contain correspondence and documentation in support of the suspension or non-reappointment of a trustee pursuant to 28 CFR §58-6.								
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?	Yes								
Superseded Item	Superseded Items <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left; padding: 5px;">Item Superseded in Part?</th> <th style="width: 40%; text-align: left; padding: 5px;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">N1-060-04-002 /1</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Is this item a deviation from the GRS?</td> <td style="padding: 5px;">No</td> </tr> </tbody> </table>			Item Superseded in Part?	Explanation	N1-060-04-002 /1	No	Is this item a deviation from the GRS?	No
Item Superseded in Part?	Explanation								
N1-060-04-002 /1	No								
Is this item a deviation from the GRS?	No								
DISPOSITION INSTRUCTION									
Final Disposition	Temporary								
Cutoff Instructions	Other: Panel and Standing Trustees – cutoff at the end of trustee appointment All other Private Trustees – cutoff at the end of trustee appointment or the close of case, whichever is longer								
Retention Period	Destroy 6 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

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



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.