

## Request for Records Disposition Authority

Records Schedule Number DAA-0379-2013-0001

Schedule Status Modified Approved Version

Agency or Establishment Department of Justice

Record Group / Scheduling Group Records of the Community Relations Service

Records Schedule applies to Agency-wide

Schedule Subject Community Relations Service Records

Internal agency concurrences will be provided No

### Background Information

The Community Relations Service is the Department's "peacemaker" for community conflicts and tensions arising from differences of race, color, and national origin. Created by the Civil Rights Act of 1964, CRS is the only Federal agency dedicated to assist State and local units of government, private and public organizations, and community groups with preventing and resolving racial and ethnic tensions, incidents, and civil disorders, and in restoring racial stability and harmony.

With passage of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, CRS also works with communities to employ strategies to prevent and respond to alleged violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion or disability. CRS facilitates the development of viable, mutual understandings and agreements as alternatives to coercion, violence, or litigation. It also assists communities in developing local mechanisms, conducting training, and other proactive measures to prevent racial/ethnic tension and violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability. CRS does not take sides among disputing parties and, in promoting the principles and ideals of non-discrimination, applies skills that allow parties to come to their own agreement. In performing this mission, CRS deploys highly skilled professional conciliators, who are able to assist people of diverse backgrounds.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	6	5	0

GAO Approval

## Outline of Records Schedule Items for DAA-0379-2013-0001

Sequence Number	
1	Deputy Director's, Associate Director's, Regional Director's Files Disposition Authority Number: DAA-0379-2013-0001-0001
2	Media Affairs Files Disposition Authority Number: DAA-0379-2013-0001-0002
3	Organization and Conference Files Disposition Authority Number: DAA-0379-2013-0001-0003
4	Director's Initiative Records Disposition Authority Number: DAA-0379-2013-0001-0015
5	Policy Files Disposition Authority Number: DAA-0379-2013-0001-0004
6	Annual Work Plans Disposition Authority Number: DAA-0379-2013-0001-0012
7	CRS History Files
7.1	Written Documentation Disposition Authority Number: DAA-0379-2013-0001-0005
7.2	Photographs Disposition Authority Number: DAA-0379-2013-0001-0013
7.3	Video Recordings Disposition Authority Number: DAA-0379-2013-0001-0014
8	Regional Case Files
8.1	Significant Case Files Disposition Authority Number: DAA-0379-2013-0001-0006
8.2	All other case files Disposition Authority Number: DAA-0379-2013-0001-0007

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1252 411"><b>Deputy Director's, Associate Director's, Regional Director's Files</b></p> <p data-bbox="345 432 1154 464">Disposition Authority Number      <b>DAA-0379-2013-0001-0001</b></p> <p data-bbox="345 485 1502 747">Records of the Associate Director and Regional Director to include calendars, appointment books, invitations, subject files, Delegation of Authority. This also includes program, project, and correspondence files documenting policy formulation and program responsibilities relating to coordination with the Director on matters of technical assistance, administration, and policy development within the CRS. NOTE: For Deputy Director's and Associate Director's records only created after 01-01-2016 use DAA-0060-2015-0005-0001.</p> <p data-bbox="345 768 919 800">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 821 850 852">Item Status                              <b>Active</b></p> <p data-bbox="345 873 818 905">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 926 805 957">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1073 1024 1146">GRS or Superseded Authority Citation      <b>NC1-379-85-01 / 2 N1-379-93-001 / 3</b></p> <p data-bbox="345 1188 659 1220"><b>Disposition Instruction</b></p> <p data-bbox="345 1241 1414 1314">Cutoff Instruction                      <b>Cut off at the end of the respective individual's tenure.</b></p> <p data-bbox="345 1335 1170 1367">Retention Period                      <b>Destroy 5 year(s) after cutoff</b></p> <p data-bbox="345 1409 659 1440"><b>Additional Information</b></p> <p data-bbox="345 1461 951 1503">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="345 1524 610 1556"><b>Media Affairs Files</b></p> <p data-bbox="345 1577 1154 1608">Disposition Authority Number      <b>DAA-0379-2013-0001-0002</b></p> <p data-bbox="345 1629 1502 1745">Records of the Media Affairs Officer and any office maintaining Media Affairs records, including calendars, invitations, subject files, project and correspondence files, journals, news articles, and publications.</p> <p data-bbox="345 1766 919 1797">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 1818 850 1850">Item Status                              <b>Active</b></p> <p data-bbox="345 1871 818 1902">Is this item media neutral?          <b>Yes</b></p>

3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at close of project.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Organization and Conference Files	
	Disposition Authority Number	DAA-0379-2013-0001-0003
	Records documenting CRS' work with private and public organizations and in arranging, sponsoring, participating in and evaluating conferences on salient subjects. Included are correspondence, memoranda, draft and final agendas, transcripts, and evaluations reports.	
	Final Disposition	Temporary
4	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Director's Initiative Records	
	Disposition Authority Number	DAA-0379-2013-0001-0015
	Special Initiatives, under the Director's auspices, in which CRS arranges, sponsors, participates, and/or evaluates conferences on salient subjects. Included are correspondence, memoranda, draft and final agenda, transcripts, and evaluations reports.	
	Final Disposition	Permanent
	Item Status	Active

5	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at conclusion of event.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Will be determined by date of event.
	How frequently will your agency transfer these records to the National Archives?	Unknown Will be determined by date of event.
	<b>Policy Files</b>	
	Disposition Authority Number	DAA-0379-2013-0001-0004
	CRS' internal mission related policy and procedures files, documenting policy development, program choices, project plans and reports.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	No	
GRS or Superseded Authority Citation	N1-379-91-001 / 3	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off superseded policies annually.	

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

### Additional Information

First year of records accumulation      1974

What will be the date span of the initial transfer of records to the National Archives?      From 1974 To 1998

How frequently will your agency transfer these records to the National Archives?      Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

### Annual Work Plans

Disposition Authority Number      DAA-0379-2013-0001-0012

Projection of CRS' service deliverables for the next fiscal year. Included are funding, staffing, and training requests. Record copy originals are maintained in the Regional Offices. Copies are provided to CRS HQ.

Final Disposition      Temporary

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

### Disposition Instruction

Cutoff Instruction      Cut off annually.

Retention Period      Destroy 5 year(s) after cutoff

### Additional Information

6

7	GAO Approval	Not Required
	<b>CRS History Files</b>	
	Records selected by the Director or official designee which mark significant periods in history's great watersheds, such as school segregation and desegregation, civil rights marches and protests, incidents, and civil disorders; relate to the establishment and history of the office; and are historically significant to CRS' mission.	
7.1	<b>Written Documentation</b>	
	Disposition Authority Number	DAA-0379-2013-0001-0005
	This Item covers the following documentation: -Background History of CRS -Civil Rights History -CRS Historical Budget and Employment Levels -CRS Historical Rosters -Annual Reports & Publications -Historic Celebrations Marking Civil Rights Anniversaries -Legislative History of CRS	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	limited to hard copy documentation only
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at calendar year after publication.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 15 year blocks 15 year(s) after cutoff
	<b>Additional Information</b>	
	First year of records accumulation	1964
	What will be the date span of the initial transfer of records to the National Archives?	From 1965 To 1998
	How frequently will your agency transfer these records to the National Archives?	Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	



7.2	Microform		
	Hardcopy or Analog Special Media		

**Photographs**

Disposition Authority Number      **DAA-0379-2013-0001-0013**

Photographs which document significant activities, such as meetings with local and state agencies; international meetings; forums that originated from major conferences; Congressional presentations; and official photographs and portraits of the Director or official designee. This item covers negatives; printed black and white and color copies and contact sheets, and digital images; and any accompanying system documentation and electronic finding aids for digital images.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **No**

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply      **Electronic Records**

Cutoff Instruction      **Cut off annually.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 3 year(s) after cutoff**

**Additional Information**

First year of records accumulation      **2010**

What will be the date span of the initial transfer of records to the National Archives?      **From 2010 To 2013**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Photographs and Other Graphic Materials**

Transfer to the National Archives for Accessioning

**Transfer to the National Archives immediately after schedule approval**

### Additional Information

First year of records accumulation **1965**

What will be the date span of the initial transfer of records to the National Archives?

**From 1965 To 2010**

How frequently will your agency transfer these records to the National Archives?

**Unknown  
This will be a one-time transfer.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	2 boxes	

7.3

### Video Recordings

Disposition Authority Number **DAA-0379-2013-0001-0014**

**Video recordings of significant events attended by the Director or official designee which are mission-related. This series includes descriptive information about the related recordings, including title/subject, event name and date.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off annually.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 3 year blocks 7 year(s) after cutoff
	<b>Additional Information</b>	
	First year of records accumulation	1980
	What will be the date span of the initial transfer of records to the National Archives?	From 1980 To 2005
	How frequently will your agency transfer these records to the National Archives?	Every 3 Years
8	<b>Regional Case Files</b>	
	Case Files documenting CRS' nationwide observation of community conflicts and tensions arising from alleged violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability and their involvement in attempted resolution.	
8.1	<b>Significant Case Files</b>	
	Disposition Authority Number	DAA-0379-2013-0001-0006
	Significant case files, selected by the Regional Director or designee, which meets any one or more of the following criteria: 1.) the case received local, regional, or national media attention or the interest of a Congressional committee or the Executive Office of the President, or widespread public interest; 2.) the case is regarded as landmark or precedent in terms of impact of CRS involvement on its resolution. If unsure, the following supplemental criteria may be used in determining if a case meets the above historical criteria: 3.) the case was referred to CRS by a Federal or State court; 4.) the case involved mediation (B case); or 5.) the case required 100 or more hours of regional staff time. This series ended in 2011.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	This series is limited to paper only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

N1-379-93-001 / 1/A

### Disposition Instruction

Cutoff Instruction

Cut off closed cases annually.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

### Additional Information

First year of records accumulation 1974

What will be the date span of the initial transfer of records to the National Archives?

From 1974 To 1998

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	38 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

8.2

### All other case files

Disposition Authority Number

DAA-0379-2013-0001-0007

All other case files that do not meet the criteria for significant case files. This series ended in 2011.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

This series is limited to paper only.

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

No

GRS or Superseded Authority  
Citation

N1-379-93-001 / 1/B

### Disposition Instruction

Cutoff Instruction

Cut off closed cases annually.

Transfer to Inactive Storage

Transfer hard copy cases to the regional FRC 1 year  
after cutoff.

Retention Period

Destroy 15 year(s) after cut off.

### Additional Information

GAO Approval

Not Required

## 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
05/08/2013	Return to Submitter	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
05/16/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/30/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/06/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/07/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist