

Request for Records Disposition Authority

Records Schedule Number **DAA-0048-2011-0002**

Schedule Status **Approved**

Agency or Establishment **Department of the Interior**

Record Group / Scheduling Group **Records of the Office of the Secretary of the Interior**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of Financial Management**

Schedule Subject **Contingent Liabilities System**

Internal agency concurrences will be provided **No**

Background Information **This system is utilized by the Office of the Solicitor to report possible risks and financial losses which might negatively impact the Department of the Interior due to the result of judicial litigation, administrative litigation, or incidents that are not yet cases but are expected to be litigated. The system focuses on cases of high potential loss, currently requiring at least \$300,000 of liability to be recorded in the system (threshold subject to change)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0048-2011-0002

Sequence Number	
1	Contingent Liabilities System - Data Files Disposition Authority Number DAA-0048-2011-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Contingent Liabilities System - Data Files</p> <p>Disposition Authority Number DAA-0048-2011-0002-0001</p> <p>Data contained in the system consists of a high-level summary for each case or potential case involving DOI where significant financial loss is possible. Summary for each case includes case name, parties involved, opposing council, amount at issue, and likelihood of success. Updates and changes to this information are recorded and tracked, and the data is certified by a legal letter in accordance with A-136 (this letter is scheduled under N1-048-07-02, Item 7503)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Item applies to electronic records</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off records at close of the fiscal year in which final decision on a case, including any appeals, has been reached</p> <p>Retention Period Destroy 6 year(s) after cut-off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
09/30/2011	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
04/18/2012	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/24/2012	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
04/24/2012	Certify	Steven Hunt	Program Analyst	Office of the Secretary - NBC/Information Management Branch
07/30/2012	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/03/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist