

## Request for Records Disposition Authority

Records Schedule Number **DAA-0428-2017-0001**

Schedule Status **Approved**

Agency or Establishment **Department of the Navy**

Record Group / Scheduling Group **General Records of the Department of the Navy, 1947-**

Records Schedule applies to **Department-wide**

Schedule Subject **Litigation Case Files**

Internal agency concurrences will be provided **No**

Background Information **DON is proposing a change to the retention of litigation case files. The requested change is due to a change in DON business processes and providing for the various retention needs for different types of litigation.**

Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0428-2017-0001

Sequence Number	
1	Litigation Case Files
1.1	Environmental Litigation Disposition Authority Number: DAA-0428-2017-0001-0001
1.2	Contract Litigation Disposition Authority Number: DAA-0428-2017-0001-0002
1.3	All Other Civil Litigation Disposition Authority Number: DAA-0428-2017-0001-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Litigation Case Files</b></p> <p>Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.</p>
1.1	<p><b>Environmental Litigation</b></p> <p>Disposition Authority Number      DAA-0428-2017-0001-0001</p> <p>Case files for environmental litigation. Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p> <p>Retention Period      Destroy 30 years after final action, but longer retention is authorized if required for business use.</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>
1.2	<p><b>Contract Litigation</b></p> <p>Disposition Authority Number      DAA-0428-2017-0001-0002</p>

**Contract litigation case files. Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.**

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Retention Period Destroy 6 years after final action, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

**All Other Civil Litigation**

Disposition Authority Number DAA-0428-2017-0001-0003

**Litigation against the United States or Its Officers or Employees. Files concerning matters related to the DON excepting cases arising in admiralty, under the Federal Tort Claims Act, and all matters within in the cognizance of the GC, consisting of related court documents, litigation reports and general correspondence accumulated by the OJAG.**

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-NU-89-4 / 5891/1

**Disposition Instruction**

1.3

Retention Period	Destroy 4 years after final action, but longer retention is authorized if required for business use.
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
10/12/2016	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
08/14/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist