

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

---

## General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Department of Justice, Bureau of Prisons, Bureau of Alcohol, Tobacco, Firearms and Explosives, Drug Enforcement Administration, United States Marshals Service, Executive Office for U.S. Attorneys, Federal Prison Industries, Incorporated
Schedule Subject	Weapons Records
Additional Schedule Information	<p>Each Department of Justice (DOJ) component, and Bureau is responsible for the implementation and enforcement of controls and strengthening of procedures to promote effectiveness and efficiency in managing and safeguarding Government owned firearms, body armor, badges, credentials, and other law enforcement equipment. This includes tracking of Law Enforcement (including federal and contracted employees) equipment; reporting on lost weapons and shooting incidents; and reviewing personnel proficiency in enforcement training for weapons qualification.</p> <p>Note: FBI Records are maintained under separate schedules are not covered by this schedule.</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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

---

## Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

---

Outline of Records Schedule Items for DAA-0060-2022-0037

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Law Enforcement Uniform and Equipment Tracking Records	Temporary
0002	Lost Weapons	Temporary
0003	Proficiency Test Files	Temporary
0004	Shooting Incident Files	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

Records Schedule Items

<b>DAA-0060-2022-0037-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Law Enforcement Uniform and Equipment Tracking Records	
Item Description	<p>Records used to track the issuance and disposition of uniforms and equipment to Federal and contracted Law Enforcement employees, which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.)</li> <li>• communication devices issued to Law Enforcement officials such as mobile radios and walkie-talkies</li> <li>• body armor such as bullet proof vests</li> <li>• uniforms</li> <li>• police baton and holder</li> <li>• handcuffs and keys</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	Other: Return of equipment.	
Retention Period	Destroy 6 year(s) after return of equipment.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0060-2022-0037-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Lost Weapons	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

Item Description	Information related to instances of Department issued weapons that have been lost. This material includes, but is not limited to: <ul style="list-style-type: none"> <li>• initial Memoranda from Federal and contracted Law Enforcement employees reporting the loss</li> <li>• Federal and contracted Law Enforcement employees narrative of the situation surrounding the loss</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	There is no cutoff instruction
Retention Period	Other: After firearm is located, destroy records 20 years from date firearm was reported lost. No records may be destroyed prior to the discovery of the weapon.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0060-2022-0037-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Proficiency Test Files
Item Description	Records reflecting degree of proficiency in enforcement training for weapons qualification. Included are proficiency tests and similar or related documents.  Note: Additional Law Enforcement Officer Training Records are maintained under DAA-0060-2017-0009-0001.
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?	Yes
	Superseded Items

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

Superseded Item	Item Superseded in Part?	Explanation
NC1-170-77-001 / 810-002	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy immediately after appropriate entry has been made on the individual's training record.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	Requested and Received	

DAA-0060-2022-0037-0004		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Shooting Incident Files	
Item Description	General correspondence, sensitive investigative reports; guidelines; procedures; analyses; related background and supporting documentation; and remedial training requirements regarding individuals involved in shooting incidents.	
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?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-436-90-003 / 6	No	
DAA-0170-2017-0007-0004	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off after conclusion of investigation.	
Retention Period	Destroy 10 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

---

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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2022-0037

Status: APPROVED  
Date Approved: 01/21/2025

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	01/21/2025



	A	B	C	D	E
1	ITEM NUMBER	CURRENT TITLE	PROPOSED TITLE	CURRENT DESCRIPTION/DISPOSITION	PROPOSED DESCRIPTION/DISPOSITION
2	1	<a href="#">Firearms Operating Module</a> <a href="#">N1-085-98-001</a>	Law Enforcement Uniform and Equipment Tracking Records	<p>FOM is a subsystem of the Asset Management Information System (AMIS). AMIS's database is the central storage point for complete property management data. It is an electronic tracking system which documents and provides an automated inventory of INS owned and controlled assets, from initial receipt through use to consumption/disposition. It supports the acquisition, conservation, utilization, maintenance/repair, and disposal of personal and real property. Information contained in AMIS is extracted from paper records, forms and cards.</p> <p>Disposition: Electronic and paper records should be retained in accordance with GRS 3 and 4. Produce Reports, provide regularly scheduled inventory reports and standardized forms to all appropriate offices. These reports include (a) a periodic inventory report to review custodianship and reconcile physical inventories, (b) a report to show all property with disposition instructions that have not been carried out in 60 days, and (c) a local report that prints all property placed "on hold", when and by whom.</p> <p>Ad Hoc Queries, include the status and location of property at any phase of its life cycle. the report can display the status and detailed information about one or more pieces of property, such as an item cost, date placed in or removed from service, and total expended for maintenance and</p>	<p>Records used to track the issuance and disposition of uniforms and equipment to Federal and contracted Law Enforcement employees, which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.)</li> <li>• communication devices issued to Law Enforcement officials such as mobile radios and</li> <li>• walkie-talkies</li> <li>• body armor such as bullet proof vests</li> <li>• uniforms</li> <li>• police baton and holder</li> <li>• handcuffs and keys</li> </ul> <p>Disposition: Temporary. Destroy 6 year(s) after return of equipment.</p>

	A	B	C	D	E
3	2	N/A	Lost Weapons	N/A	<p>Information related to instances of Department issued weapons that have been lost. This material includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• initial Memoranda from Federal and contracted Law Enforcement employees reporting the loss</li> <li>• Federal and contracted Law Enforcement employees narrative of the situation surrounding the loss</li> </ul> <p>Disposition: After firearm is located, destroy records 20 years from date firearm was reported lost. No records may be destroyed prior to the discovery of the weapon.</p>
4	3	<a href="#">Meetings File</a> <a href="#">N1-523-02-001</a>	Proficiency Test Files	<p>Notes, agenda, minutes. and memoranda of internal staff meetings, Functional activities or projects resulting from a meeting should be filed under the appropriate program file.</p> <p>a. Executive level meeting notes (the name of the committee occasionally changes) which deal with the execution of NDIC's mission: Disposition: Permanent. Cut off files at end of calendar year. Retire to Federal Records Center 5 years after cutoff. Transfer to NARA in 5-year blocks, when most recent record is 15 years old.</p> <p>b. All other unit meeting notes: Temporary. Cut off files at end of calendar year. Destroy 3 years after cutoff.</p> <p>c. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced</p>	<p>Records reflecting degree of proficiency in enforcement training for weapons qualification. Included are proficiency tests and similar or related documents.</p> <p>Note: Additional Law Enforcement Officer Training Records are maintained under DAA-0060-2017-0009-0001.</p> <p>Disposition: Temporary. Destroy immediately after appropriate entry has been made on the on the individual's training record.</p>

	A	B	C	D	E
5		<a href="#">Firearms Training File</a> <a href="#">N1-523-02-001/ 2</a>		<p>Correspondence concerning the firearms training program for GS-1811' s assigned to the National Drug Intelligence Center. The qualifying report scores are forwarded on to the 1811' s respective parent agency. Documents in this file indicate the time of firing with live ammunition, the area involved. firing safety measures, and similar matters.</p> <p>Disposition:</p> <p>a. TEMPORARY. Cut off files at end of calendar year. Destroy 1 year after cutoff.</p> <p>b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.</p>	

	A	B	C	D	E
6		<a href="#">Training Material Files</a>  <a href="#">N1-523-02-001/ 3</a>		<p>Manuals, syllabuses, textbooks, and other training aids used in instructing NDIC and non-NDIC employees, including state and other Federal agency personnel, through NDIC sponsored or developed training courses and instructional conferences.</p> <p>Disposition:</p> <p>a. One copy of each manual, syllabus, textbook, and other training aids developed or produced by NDIC that depict specialized or unique intelligence training techniques/methods.  PERMANENT. Cut off file when course is superseded or terminated. Retire to Federal Records Center 5 years after cutoff. Transfer to NARA in 5-year blocks, when most recent record is 20 years old.</p> <p>b. Routine training materials such as those used to improve business, computer communication, and writing skills:  TEMPORARY. Cut off file when course is superseded or terminated. Destroy 5 years after cutoff.</p> <p>c. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.</p>	
7		<a href="#">Proficiency Test Files</a>  <a href="#">NC1-170-77-001 / 810-002</a>		<p>Documents reflecting degree of proficiency in enforcement training such as weapons qualification. Included are proficiency tests and similar or related documents.</p> <p>Disposition: Destroy after appropriate entry has been made on the qualification card or on the individual's training record.</p>	

	A	B	C	D	E
8		<p>4 <a href="#">Office of Law Enforcement Comprehensive Records Schedule</a></p> <p><a href="#">N1-436-90-003 / 6</a></p>	Shooting Incident Files	<p>Shooting Review Files. These files contain sensitive investigative reports on a case by case bases of all shooting incidents.</p> <p>Disposition: Temporary. Destroy when 10 years old.</p>	<p>General correspondence, sensitive investigative reports; guidelines; procedures; analyses; related background and supporting documentation; and remedial training requirements regarding individuals involved in shooting incidents.</p> <p>Disposition: Cut off after conclusion of investigation. Destroy 10 years after cut off.</p>