

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	American Battle Monuments Commission
Record/Scheduling Group	0117 - Records of the American Battle Monuments Commission
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the General Counsel
Schedule Subject	Legal Function and Counsel
Additional Schedule Information	This schedule relates to providing legal advice and services in all matters involving or affecting ABMC Such as legislation; procurement and contract claims, appeals, and litigation; other litigation; standards of conduct; and legal assistance. The Office of the General Counsel is the chief legal adviser to the Commission. The General Counsel provides legal support for Agency rules and policies.
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-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 3

Number of Permanent disposition items: 2

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-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

Outline of Records Schedule Items for DAA-0117-2023-0008

Item #	Title	Disposition
0001	Legal decisions and opinions -Precedent, Advisory, and Conclusive Opinion Files	Permanent
0002	Legal decisions and opinions - Non-precedent or non-conclusive opinion files	Temporary
0003	Litigation Case Files	Permanent
0004	Contract Review Files	Temporary
0009	Routine Litigation Case Files	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

Records Schedule Items

DAA-0117-2023-0008-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legal decisions and opinions -Precedent, Advisory, and Conclusive Opinion Files	
Item Description	Memorandum or correspondence, legal opinions and advice, interpretation of existing laws and regulations, or the effects of proposed laws and regulations governing the agency mission. Included are formal comments on pending legislation prepared at the request of Congress and OMB, legal briefs, and other documentation relating to the legal function, including legislative histories. May also include background files and materials.	
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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5 MB ; Paper-based textual records:1 and 1 half cubic feet	
Approximate first year of records covered by this authority	1923	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 06/01/1923 To: --/--/----	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0117-2023-0008-0002	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

ITEM GENERAL INFORMATION	
Item Title	Legal decisions and opinions - Non-precedent or non-conclusive opinion files
Item Description	Legal opinions and related documentation on plans, programs, systems, and operations not appropriate for inclusion in other files.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0117-2023-0008-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Litigation Case Files	
Item Description	Legal briefs and other court documents, copies of legislation, memorandums, correspondence, and other documentation relating to litigation. Significant or landmark cases, which attract substantial media attention, result in a Congressional investigation or hearing, result in substantive changes in agency policy or procedures, and/or involve non-frivolous allegations against senior agency officials. Includes cases resulting in a legal precedent that establish or affirm agency policy.	
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?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cut off
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 MB ; Paper-based textual records:1 half of a cubic foot
Approximate first year of records covered by this authority	1923
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0117-2023-0008-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Contract Review Files
Item Description	Logs, drafts, checklists, comments, and similar records relating to the review of solicitations and proposed contract awards for legal sufficiency.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Destroy 5 year(s) after after contract terminated or completed.
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

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

DAA-0117-2023-0008-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Routine Litigation Case Files
Item Description	Records documenting routine litigation by or against the Commission. Case files include, but are not limited to, briefs, motions, court opinions and orders, depositions, and supporting documentation.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when judgment is made
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
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-0117-2023-0008

Status: APPROVED
Date Approved: 07/10/2024

Signatory Information

Action	User	Date
Accept	Steven Rhodes	06/12/2023
Approve	Colleen Shogan	07/10/2024