Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0021 - Records of District Courts of the United States
Records Schedule Applies To	Agency-wide
Schedule Subject	Electronic Case File Records
Additional Schedule Information	Includes all records resulting from the docketing and processing of a case in a court that pertain to that particular case.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

Page 1 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Item Count

Total number of disposition items: 19 Number of Temporary disposition items: 7

Number of Permanent disposition items: 12

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

Page 2 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Outline of Records Schedule Items for DAA-0021-2018-0002

Item #	Title	Disposition
0001	6.Criminal case files, including transcripts and minutes.: 6a. Criminal case files dated 1969 or earlier.	Permanent
0002	6.Criminal case files, including transcripts and minutes.: 6b. Criminal case files dated 1970 or later which were terminated during or after trial.	Permanent
0003	6.Criminal case files, including transcripts and minutes. : 6c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official.	Permanent
0004	6.Criminal case files, including transcripts and minutes.: 6d. Non-trial criminal case files resulting in death penalty.	Permanent
0005	6.Criminal case files, including transcripts and minutes.: 6e. Any criminal case file determined by court officials or NARA to have historical value.	Permanent
0006	6.Criminal case files, including transcripts and minutes. : 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above).	Temporary
0007	6.Criminal case files, including transcripts and minutes. : 6f(2). Non-trial criminal cases that result in sentences between 15 and 30 years (other than those selected as permanent in sections a-d above).	Temporary
0008	6.Criminal case files, including transcripts and minutes. : 6f(3). Non-trial criminal case that result in life sentences (other than those selected as permanent in sections a-d above) or sentences longer than 30 years.	Temporary
0009	6.Criminal case files, including transcripts and minutes. : 6g. Misdemeanor and petty offense proceedings conducted by U.S. magistrate judges in cases not assigned a district court docket number.	Temporary
0010	6.Criminal case files, including transcripts and minutes.: 6h. All other criminal case files not included above.	Temporary
0011	7.Civil case files, including transcripts and minutes: 7a. Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub. L. No. 91-358, and similar case files maintained by territorial district courts.	Permanent

Page 3 of 20 PDF Created on: 11/26/2024

Status: APPROVED

Date Approved: 10/31/2024

Records Schedule Number: DAA-0021-2018-0002

0012	7.Civil case files, including transcripts and minutes :	Permanent
	7b(1). Other civil case files. Case files dated 1969 or	
	earlier.	
0013	7. Civil case files, including transcripts and minutes:	Permanent
	7b(2). Other civil case files. Case files dated 1970 or	
	later which are multi-district litigation, class actions,	
	or go to trial.	
0014	7. Civil case files, including transcripts and minutes:	Permanent
	7b(3). Other civil case files regardless of procedural	
	progress.	
0015	7. Civil case files, including transcripts and minutes:	Permanent
	7b(4). Other civil case files. Civil cases that progress	
	to or past the "issue joined" stage before closing.	
0016	7. Civil case files, including transcripts and minutes:	Permanent
	7b(5). Other civil case files. Any civil case file	
	determined by court officials or NARA to have	
	historical value.	
0017	7. Civil case files, including transcripts and minutes:	Temporary
	7b(6). Other civil case files. All other case files not	
	included above.	
0018	13. Miscellaneous case files. : 13a. Any	Permanent
	miscellaneous case file which NARA has determined	
	in consultation with court officials to have historical	
	value.	
0019	13. Miscellaneous case files. : 13f. All other	Temporary
	miscellaneous case files not specifically mentioned in	
	13 a-d.	

Page 4 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Records Schedule Items

Group Title	6.Criminal case files, including transcripts and minutes.
DAA-0021-2018-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	STATUS. ACTIVE
Item Title	6a. Criminal case files dated 1969 or earlier.
Is this item media neutral?	
	No Digital and
Media limitation	Digital only
Is this item a Big Bucket?	No
	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for	No
this item?	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 mb
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6b. Criminal case files dated 1970 or later which were terminated
	during or after trial.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
*	

Page 5 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Code ff Lordon dia na	C-4 -ff1
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for	No
this item?	To a few to the Netional Aughbon 20 and (a) from the effective
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 tb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official.
Item Description	Cases related to treason and national security include the following offense codes: 9740, 9751, 9752, 9753, 9754, 9755, 9770, 9780, 9790, 9791; Cases involving embezzlement, fraud, or bribery by a public official include offense codes 4350 and 7100.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
C	ON 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 when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	Timester to the realism richites so year(s) after close of cuse.
Current Records Format	Textual data:30 gb
Current records i official	TORGULI GUULO 50

Page 6 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Approximate first year of records	1997
covered by this authority	
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6d. Non-trial criminal case files resulting in death penalty.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for	No
this item?	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:2 gb
Approximate first year of records	1997
covered by this authority	
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0005	STATUS: Active
ITEM GENERAL INFORMATION	

Page 7 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Item 11the be. Any criminal case the determined by court officials or NARA to have historical value. Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION Final Disposition Permanent Cutoff Instructions Cut off when case closes Are there multiple instructions or this item? Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Textual data:1 gb Approximate first year of records covered by this authority End year of records covered by this authority Date span of the initial transfer From: -/-/1997 To: -/-/1998 Frequency of transfer Instruction From Month of the most of the semption? DAA-0021-2018-0002-0006 STATUS: Active TIEM GENERAL INFORMATION Item Title Of(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this items upersede existing disposition authorities? Is this item a deviation from the GRS?	T. (70) 1	
Is this item media neutral? Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION Final Disposition Final Disposition Final Disposition Are there multiple instructions for this item? Transfer Instruction Are there multiple instructions for this item? Transfer Instruction Current Records Format Approximate first year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 TEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS No	Item Title	6e. Any criminal case file determined by court officials or
Media limitation Is this item a Big Bucket? No	7. 11. 12. 12. 12.	
Is this item a Big Bucket? SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION Final Disposition Permanent Cut off when case closes Are there multiple instructions or this item? Transfer Instruction Are there multiple instructions for this item? Transfer Instruction Transfer Instruction Current Records Format Approximate first year of records covered by this authority End year of records covered by this item subject to a FOIA exemption? Date span of the initial transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 Item Title Item Title Is this item media neutral? Mo Media limitation Digital only Is this item a Big Bucket? Is this item a deviation from the No No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item a Big Bucket or a FOIA exemption; Is this item a deviation from the No		
Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION Final Disposition Permanent Cutoff Instructions Cutoff when case closes Are there multiple instructions for this item? Transfer Instruction Instr		
Does this item supersede existing disposition authorities?	-	
disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION		
Is this item a deviation from the GRS? DISPOSITION INSTRUCTION Final Disposition Permanent Cutoff Instructions Cut off when case closes Are there multiple instructions or this item? Transfer Instruction Transfer Instruction Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Approximate first year of records covered by this authority End year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 TIEM GENERAL INFORMATION Item Title Item Title Item Title Is this item media neutral? No Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Is this item a deviation from the No		No
GRS? DISPOSITION INSTRUCTION Final Disposition Permanent Cutoff Instructions Cut off when case closes Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Textual data:1 gb Approximate first year of records covered by this authority End year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Instruction From://1997 To://1998 Frequency of transfer Instruction Town this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	-	
Final Disposition Cutoff Instructions Cut off when case closes Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Textual data:1 gb Approximate first year of records covered by this authority End year of records covered by this authority Date span of the initial transfer From://1997 To://1998 Frequency of transfer I Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 TIEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersed existing disposition authorities? Is this item a deviation from the No		No
Cutoff Instructions Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30 year(s) after close of case. No Transfer to the National Archives 30	DISPOSITION INSTRUCTION	
Are there multiple instructions for this item? Transfer Instruction Transfer Instruction Transfer Instruction Transfer Instruction Transfer Instruction Transfer to the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Textual data:1 gb Approximate first year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 TIEM GENERAL INFORMATION Item Title GENERAL INFORMATION Item Title Media limitation Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Final Disposition	Permanent
this item? Transfer Instruction Transfer Instruction Transfer Instruction Transfer Instruction Transfer Instruction Transfer In the National Archives 30 year(s) after close of case. ADDITIONAL INFORMATION Current Records Format Textual data:1 gb 1997 End year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Frequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 TEM GENERAL INFORMATION Item Title Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	•	Cut off when case closes
Transfer Instruction ADDITIONAL INFORMATION Current Records Format Approximate first year of records covered by this authority End year of records covered by this authority End year of records covered by this authority End year of records covered by this authority End year of records covered by this authority End year of records covered by this authority End year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer I No Prequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Are there multiple instructions for	No
ADDITIONAL INFORMATION Current Records Format Textual data:1 gb Approximate first year of records 1997 covered by this authority End year of records covered by this authority End year of the records covered by this authority Trequency of transfer Frequency of transfer Intel initial transfer Intel Intel initial transfer Intel In	this item?	
Current Records Format Approximate first year of records covered by this authority End year of records covered by this authority End year of records covered by this authority Date span of the initial transfer Frequency of transfer Frequency of transfer Are any of the records covered by this mubject to a FOIA exemption? DAA-0021-2018-0002-0006 TIEM GENERAL INFORMATION Item Title Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
Approximate first year of records covered by this authority End year of records covered by this authority Date span of the initial transfer From://1997 To://1998 Frequency of transfer 1 Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	ADDITIONAL INFORMATION	·
covered by this authority End year of records covered by this authority Date span of the initial transfer From://1997 To://1998 Frequency of transfer 1 Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Current Records Format	Textual data:1 gb
End year of records covered by this authority Date span of the initial transfer From://1997 To://1998 Frequency of transfer 1 Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections adabove). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Approximate first year of records	1997
this authority Date span of the initial transfer Frequency of transfer Frequency of transfer Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	covered by this authority	
Date span of the initial transfer From://1997 To://1998 Frequency of transfer 1	End year of records covered by	Still being created
Frequency of transfer 1 Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 STATUS: Active ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	this authority	
Are any of the records covered by this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 ITEM GENERAL INFORMATION Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Date span of the initial transfer	From://1997 To://1998
this item subject to a FOIA exemption? DAA-0021-2018-0002-0006 ITEM GENERAL INFORMATION Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Frequency of transfer	1
DAA-0021-2018-0002-0006 ITEM GENERAL INFORMATION Item Title Off(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Are any of the records covered by	No
DAA-0021-2018-0002-0006 ITEM GENERAL INFORMATION Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only 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 No	this item subject to a FOIA	
Item Title Selected as permanent in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No No No No Output	exemption?	
Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	DAA-0021-2018-0002-0006	STATUS: Active
Item Title 6f(1). Non-trial criminal cases that result in sentences of 15 years or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	ITEM GENERAL INFORMATION	
or less (other than those selected as permanent in sections a-d above). Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No	Item Title	6f(1). Non-trial criminal cases that result in sentences of 15 years
Is this item media neutral? No Media limitation Digital only Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No		·
Is this item media neutral? Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the No		
Media limitation Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing No disposition authorities? Is this item a deviation from the No	Is this item media neutral?	·
Is this item a Big Bucket? No SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing No disposition authorities? Is this item a deviation from the No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing No disposition authorities? Is this item a deviation from the No		• •
Does this item supersede existing No disposition authorities? Is this item a deviation from the No	-	
disposition authorities? Is this item a deviation from the No		
Is this item a deviation from the No	1	
	-	No
	GRS?	

Page 8 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by	No
this item national security	
classified?	
GAO Approval Required	No
DAA-0021-2018-0002-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6f(2). Non-trial criminal cases that result in sentences between
	15 and 30 years (other than those selected as permanent in
	sections a-d above).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No
DAA-0021-2018-0002-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6f(3). Non-trial criminal case that result in life sentences (other
	than those selected as permanent in sections a-d above) or
	sentences longer than 30 years.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
	ION AUTHORITIES AND GRS DEVIATIONS

Page 9 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 75 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by	No
this item national security	
classified?	
GAO Approval Required	No
DAA-0021-2018-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6g. Misdemeanor and petty offense proceedings conducted by U.
	S. magistrate judges in cases not assigned a district court docket
	number.
Item Description	Misdemeanor cases include minor offenses prior to the Federal
	Magistrates Act of 1979.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by	No
this item national security	
classified?	
GAO Approval Required	No
DAA-0021-2018-0002-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	6h. All other criminal case files not included above.

Page 10 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by	No
this item national security	
classified?	
GAO Approval Required	No

Group Title	7.Civil case files, including transcripts and minutes
DAA-0021-2018-0002-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	7a. Domestic relations, adoption, mental incompetency, and
	probate files of the District of Columbia as defined in Pub. L. No.
	91-358, and similar case files maintained by territorial district
	courts.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for	No
this item?	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	

Page 11 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Current Records Format	Textual data:2 gb
Approximate first year of records	1997
covered by this authority	
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	7b(1). Other civil case files. Case files dated 1969 or earlier.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 gb
Approximate first year of records	1997
covered by this authority	
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0013	STATUS: Active
ITEM GENERAL INFORMATION	

Page 12 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Item Title	7b(2). Other civil case files. Case files dated 1970 or later which
Tiem Tide	are multi-district litigation, class actions, or go to trial.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
-	ION 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 when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:1 tb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	7b(3). Other civil case files regardless of procedural progress.

Page 13 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Item Description	Includes cases with Nature of Suit codes 192 (State Fair Trade Act); 210 (Land Condemnation); 310 (Airplane); 315 (Airplane Product Liability); 371 (Truth-in-Lending); 400 (State Reapportionment); 410 (Anti-Trust); 430 (Banks and Banking); 440 (Civil Rights – Other); 441 (Civil Rights Voting Cases); 460 (Deportation); 461 (Deportation Review); 463 (Habeas Corpus – Alien Detainee); 470 (RICO); 535 (Prisoner Petition – Death Penalty); 710 (Fair Labor Standards Act); 730 (Labor Management Reporting and Disclosure Act); 740 (Railway Labor Act); 810 (Selective Service Act); 830 (Patent Cases); 862 (Black Lung); 880 (Review of Enforcement); 890 (Other Statutory Act); 892 (Economic Stabilization Act); 893 (Environmental Matters); 894 (Energy Allocation Act); 900 (Appeal Fee Determination); 910 (Domestic Relations); 930 (Probate); 950 (Constitutionally of State Statuse); 970 (Nargotic
	(Probate); 950 (Constitutionally of State Statues); 970 (Narcotic Addict Rehabilitation).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
	ION 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 when case closes
Are there multiple instructions for this item?	No No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 gb
Approximate first year of records	1997
covered by this authority	
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998
Frequency of transfer	1
Are any of the records covered by	No
this item subject to a FOIA	
exemption?	

Page 14 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

DAA-0021-2018-0002-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	7b(4). Other civil case files. Civil cases that progress to or past
	the "issue joined" stage before closing.
Item Description	Nature of suit codes for "Issue joined" cases include 160
	(Stockholder Suits); 191 (Employee Relations); 220
	(Foreclosure); 240 (Torts to Land); 245 (Torts Product Liability
	Real Property); 360 (Other Personal Injury); 362 (Medical
	Malpractice); 365 (Personal Injury – Product Liability); 368
	(Asbestos); 370 (Fraud); 442 (Civil Rights – Employment); 443
	(Civil Rights – Housing/Accommodations); 444 (Civil Rights –
	Welfare); 445 (Americans with Disabilities Act – Employment);
	446 (Americans with Disabilities Act – Other); 462
	(Naturalization Application); 465 (Other Immigration Action);
	480 (Consumer Credit); 490 (Cable/Satellite TC); 510 (Motions
	to Vacate Sentence); 530 (Prisoner Habeas Corpus); 540
	(Prisoner Petitions – Mandamus); 550 (Civil Rights); 555 (Prison
	Conditions); 610 (Agricultural Penalty); 820 (Copyright); 850
	(Securities and Exchange Commission); 891 (Agricultural Acts)
	895 (FOIA).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for	No
this item?	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:500 gb
Approximate first year of records covered by this authority	1997
End year of records covered by	Still being created
this authority	
Date span of the initial transfer	From://1997 To://1998

Page 15 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Frequency of transfer	1	
Are any of the records covered by	No	
this item subject to a FOIA		
exemption?		
DAA-0021-2018-0002-0016	STATUS: Active	
TEM GENERAL INFORMATION		
Item Title	7b(5). Other civil case files. Any civil case file determined by court officials or NARA to have historical value.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when case closes	
Are there multiple instructions for	No	
this item?		
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:3 gb	
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From://1997 To://1998	
Frequency of transfer	1	
Are any of the records covered by	No	
this item subject to a FOIA		
exemption?		
DAA-0021-2018-0002-0017	STATUS: Active	
TEM GENERAL INFORMATION		
Item Title	7b(6). Other civil case files. All other case files not included	

Page 16 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

	T. D	1
	Item Description	Cases include Nature of Suit codes 100 (Admiralty); 110
		(Insurance); 120 (Marine (Contract); 130 (Miller Act); 140
		(Negotiable Instrument); 150 (Recovery of Overpayment and
		Enforcement of Judgment); 151 (Recovery of Overpayment of
		Medicare); 152 (Student Loans); 153 (Veteran's Benefits); 190
		(Other Contracts); 193 (Hospital Care Act); 195 (Contract
		Product Liability); 196 (Franchise); 230 (Rent, Lease,
		Ejectment); 290 (All Other Real Property); 320 (Assault, Liable,
		and Slander); 330 (Federal Employers Liability); 340 (Marine
		Personal Injury); 345 (Marine Products Liability); 350 (Motor
		Vehicle); 355 (Motor Vehicle Product Liability); 361
		(Workmen's Compensation); 380 (Other Personal Property
		Damage); 385 (Property Damage Product Liability); 420
		(Bankruptcy Trustee); 421 (Bankruptcy Transfer); 422
		(Bankruptcy Appeal); 423 (Bankruptcy Withdrawal); 450
		(Commerce); 625 (Drug-Related Seizure of Property); 630
		(Liquor Laws); 640 (Railroad and Truck); 650 (Airline
		Regulations); 660 (Occupational Safety and Health); 690 (Other
		Forfeiture and Penalty Act); 720 (Labor-Management Relations);
		750 (Welfare Pension Plan Disclosure); 790 (Other Labor
		Litigations); 791 (Employment Retirement Income Security
		Act); 840 (Trademark); 860 (Social Security); 861 (Social
		Security
	1	Health Insurance); 863 (Social Security Disability Insurance);
		864 (Social Security Supplemental Security Income); 865 (Social
		Security Retirement and Survivors' Benefits); 870 (Taxes); 871
		(IRS Third Party); 875 (Customer Challenge); 920 (Insanity);
		940 (Substitute Trustee); 990 (Other); 992 (Local Jurisdictional
		Appeal)
	Is this item media neutral?	No
	Media limitation	Digital only
	Is this item a Big Bucket?	No
SUPE	-	ION AUTHORITIES AND GRS DEVIATIONS
	Does this item supersede existing	No
	disposition authorities?	
	Is this item a deviation from the	No
	GRS?	
DISPC	OSITION INSTRUCTION	
	Final Disposition	Temporary
	Cutoff Instructions	Cut off when case closes
	Retention Period	Destroy 50 year(s) after close of case.

Page 17 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

ADDITIONAL INFORMATION		
ADDITIONAL INFORMATION Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
Group Title	13. Miscellaneous case files.	
Group Description	Ancillary and supplementary proceedings not defined as civil actions including but not restricted to papers relating to foreign depositions, denial of prisoner in forma pauperis, grand jury witness immunity proceedings, and actions to enforce	
	administrative subpoenas, filed separately from civil and criminal files.	
DAA-0021-2018-0002-0018	STATUS: Active	
ITEM GENERAL INFORMATION	51711 05. 71011.0	
Item Title	13a. Any miscellaneous case file which NARA has determined in consultation with court officials to have historical value.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
-	ION 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 when case closes	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:500 mb	
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From://1997 To://1998	

Page 18 of 20 PDF Created on: 11/26/2024

1

Frequency of transfer

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Are any of the records covered by	No
this item subject to a FOIA	
exemption?	
DAA-0021-2018-0002-0019	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	13f. All other miscellaneous case files not specifically
	mentioned in 13 a-d.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after date of last action.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No

Page 19 of 20 PDF Created on: 11/26/2024

Records Schedule Number: DAA-0021-2018-0002

Status: APPROVED
Date Approved: 10/31/2024

Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024

Page 20 of 20 PDF Created on: 11/26/2024