

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2011-0018  
Schedule Status                Approved  
  
Agency or Establishment        Department of Justice  
Record Group / Scheduling Group    General Records of the Department of Justice  
Records Schedule applies to        Major Subdivision  
Major Subdivision                Civil Division  
Minor Subdivision                Office of Management Programs  
Schedule Subject                Automated Matters Management System (AMMS)  
Internal agency concurrences will be provided      No

Background Information      AMMS is an electronic information system that the Civil Division and its litigators load with case-related information and documentation for reference and use in litigating individual cases. It records basic information about cases and collects and stores copies of a broad range of documents associated with those cases, including court filings and notices, pleadings, orders, correspondence, evidentiary documents, administrative information, and other selected documentation. Multiple users in several Division litigating sections who are granted access may search for, access, and search all the included information and documents for those individual cases.

From the Civil Division's automated case management system (CASES), the Division transfers into AMMS essential identifying information concerning open cases such as case caption, DJ number, court, court docket number, assigned attorney and reviewer, etc. Through automated procedures, AMMS can capture all notices and documents for individual cases posted to court web-sites established for formal electronic case filing. It creates a docket list for all such documents and their attachments, from which users may access the full text of the listed documents. The system enables litigators to select correspondence and additional kinds of documents for scanning and entry into AMMS, where they can be listed individually with summary descriptions. Arrangements can be made to capture e-mail communications and to scan and enter incoming postal mail or other selected documents. AMMS additionally enables litigators to establish links in AMMS to external document collections related to individual cases, such as discovery documents, that may reside separately on various drives of the Division's office.

automation system, JCON, or on other servers. It can also provide links to external web-sites having information relevant to the cases and to individual court web-sites with local judicial rules. For the management of case-related activities, AMMS also gives litigators the ability to create lists of witness and contacts associated with individual cases, and it provides a mechanism for assigning specific tasks to individuals and establishing due-dates for their completion. It can further provide case-specific calendars.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0018

Sequence Number	
1	Master File Disposition Authority Number DAA-0060-2011-0018-0002
2	Outputs
2 1	Informational Copies Disposition Authority Number DAA-0060-2011-0018-0006

## Records Schedule Items

Sequence Number		
1	<b>Master File</b>	
	Disposition Authority Number	DAA-0060-2011-0018-0002
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Master File of an Electronic Information System
	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	
	Cutoff Instruction	Cut off at the close of the case
	Transfer to the National Archives for Accessioning	Accession a copy of all data for individual closed or terminated cases to the National Archives in blocks of 5 calendar years once the cases have been closed for 30 years, coincidental with the transfer of 5-year blocks of corresponding paper case files from the Duplex-Numeric Classification System being transferred to the National Archives pursuant to NARA Job No N1-60-88-10, etc
	Additional Information	
	First year of records accumulation	2009
	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2039
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
2	<b>Outputs</b>	
2 1	<b>Informational Copies</b>	

Disposition Authority Number **DAA-0060-2011-0018-0006**

**All copies of documents printed or extracted from AMMS for information or business transactions**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off after close of individual case to which they pertain or when no longer needed for conduct of agency business, whichever is sooner**

Retention Period **Destroy 1 year(s) after cutoff**

**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
09/28/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
09/24/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/27/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist