

Request for Records Disposition Authority

Records Schedule Number DAA-0016-2016-0001

Schedule Status Approved

Agency or Establishment Department of Agriculture

Record Group / Scheduling Group Records of the Office of the Secretary of Agriculture

Records Schedule applies to Major Subdivision

Major Subdivision Office of General Counsel

Schedule Subject Litigation and Case Files

Internal agency concurrences will be provided No

Background Information Case Files consisting of memorandum, correspondence, decisions, and background papers. The files include, but not limited to, cases involving litigations, hearings, investigations, claims, contracts, and agreements.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0016-2016-0001

Sequence Number	
1	Significant Litigations Case Files Disposition Authority Number: DAA-0016-2016-0001-0001
2	All other litigations and case files. Disposition Authority Number: DAA-0016-2016-0001-0002
3	Significant Legal Matters Files Disposition Authority Number: DAA-0016-2016-0001-0003
4	All other legal matters files Disposition Authority Number: DAA-0016-2016-0001-0004

Records Schedule Items

Sequence Number

1

Significant Litigations Case Files

Disposition Authority Number **DAA-0016-2016-0001-0001**

The case files involve litigation which 1) deal with significant policy-making within USDA, 2) result in court decisions that significantly interpret statutes and regulations, 3) are heard by the appellate courts or the U.S. Supreme Court, 4) attract news media attention or Congressional inquiries.

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **N1-16-91-1**

Disposition Instruction

Cutoff Instruction **Annually following closure of the case.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15.0 Cubic feet	1.0 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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2

All other litigations and case files.

Disposition Authority Number **DAA-0016-2016-0001-0002**

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**

GRS or Superseded Authority Citation **N1-16-91-1**

Disposition Instruction

Cutoff Instruction **Cut off annually following closure of the case.**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

3

Significant Legal Matters Files

Disposition Authority Number **DAA-0016-2016-0001-0003**

Files which contain significant legal opinions, analysis, conclusions, advice, or interpretations or pertain to significant policy-making decisions or major activities.

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **NC1-016-78-004/2**

Disposition Instruction

Cutoff Instruction **Annually following closure of the case.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	45.0 Cubic feet	3.0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4

All other legal matters files

Disposition Authority Number **DAA-0016-2016-0001-0004**

Files that do not contain significant legal opinions, analysis, conclusions, advice, or interpretations or that do not pertain to significant policy-making decisions or activities.

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**

GRS or Superseded Authority Citation **NC1-016-78-004/2**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year in which the record is created or when the project is completed, whichever is later.**

Retention Period	Destroy 3 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
12/16/2015	Certify	Tori Jones	Management and Program Analyst	Office of the Chief Information officer - Information Management Division
06/21/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist