

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-506-07-9</i>	
1. FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Office of the General Counsel		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION N/A		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5. TELEPHONE (804) 734-8841	DATE <i>9/27/06</i>	ARCHIVIST OF THE UNITED STATES <i>Anna Wenzel</i>
6. 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 on the attached <u>11</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/27/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer, DeCA - East
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	General Counsel (Series 80) "Recordkeeping Copy: Media Neutral"		
<i>L2 3/7/08 copies sent to agency, DWMB, DWMIE, DWMIA, &amp; NR</i>			

**80** **LEGAL MATTERS.** *These records concern judicial and administrative boards and proceedings, decision, opinions, and policies applicable to civil law and military affairs; domestic, international, foreign, procurement, contract and commercial law; policies and procedures relative to patents, inventions, taxation, land litigation; ethics; Freedom of Information Act and Privacy Act; investigation, processing, settlement, and payment of claims against or on behalf of the Government; and the provision of legal services to the Defense Commissary Agency. All items in this schedule are considered "Media Neutral."*

**80-1** **GENERAL LEGAL SERVICES CORRESPONDENCE.**

- 1) a. **GENERAL LEGAL CORRESPONDENCE.** Correspondence relating to legal matters that cannot logically be filed with the detailed records.

**Disposition:**

**COFF:** end of FY

**DEST:** in CFA after 2 years

- 2) b. **INFORMATIONAL DOCUMENTS.** Documents relating to legal services that are received for information only, on which no action is required.

**Disposition:**

**DEST:** when no longer needed for current operations

**80-2d** **JUDICIAL INFORMATION RELEASE FILES.** Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers.

**To the extent possible, file these papers in the particular file to which the information release pertains (example, the proper personnel, patent, or claim file).**

- 3) 1) **SAFEGUARDED INFORMATION**

**Disposition:**

**COFF:** end of FY

**TRANSFER:** to FRC after 4 years

**GC, HQ DeCA DEST:** Safeguarded information after 10 years

- 4) 2) **NONSAFEGUARDED INFORMATION**

**Disposition:**

**COFF:** end of FY

**GC, HQ DeCA DEST:** after 2 years

- 5) **80-2f** **LEGAL OPINION PRECEDENTS OF CASES INVOLVING LITIGATION.** Documents showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they belong.

**Disposition:**

**COFF:** end of FY

**TRANSFER TO FRC:** After 4 years

**DEST:** after 15 years

**80-5 PECUNIARY FILES.** Documents pertaining to pecuniary actions involving DeCA property.

6)

**80-5a PECUNIARY CHARGE APPEALS.** Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortages in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, GPLDS, inquiries from and answers furnished GAO, and similar information.

**Disposition:**

**COFF:** when case closes

**TRANSFER :** to FRC after 4 years

**GC, HQ DeCA DEST:** 10 years after closing of case

**80-12 CLAIM FILES.** These records relates to claims involving DeCA.

**80-12a CLAIM INVESTIGATION REPORTS.** Documents showing the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports; marine casualty investigation reports; statements of witnesses, and related papers.

7)

1) **REPORT ON POSSIBLE CLAIM AGAINST THE GOVERNMENT**

**Disposition:**

**COFF:** on expiration of the pertinent statutory period for filing a claim

**GC, HQ DeCA DEST:** 10 years after COFF

8)

2) **REPORTS ON POSSIBLE CLAIMS IN FAVOR OF THE GOVERNMENT ON WHICH NO CLAIM EXISTS:**

**Disposition:**

**COFF:** on expiration of the pertinent statutory period for filing a claim

**GC, HQ DeCA DEST:** 10 years after COFF

9)

**80-12c CLAIMS.** Case files on claims for damage, loss or destruction of private property; personal injury or death resulting from negligence of wrongful acts or omission of acts by military personnel and civilian employees. **NOTE: If results in Litigation file under 80-11**

**Disposition:**

**COFF:** after final action on the case

**GC, HQ DeCA DEST:** 10 years after final action on the case

10)

**80-16b LAW ENFORCEMENT AGENCY CRIMINAL TYPE REPORTS.** DCIS and other law enforcement agency reports about crimes against the Government, except those involving espionage, sabotage or loyalty matters. Included are reports containing criminal suitability type information on members of the services and DoD civilians which are sent to commands and agencies for information or proper action.

**Disposition:**

**COFF:** end of FY

**GC, HQ DeCA DEST:** after 1 year

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~~80 **LEGAL MATTERS.** These records concern judicial and administrative boards and proceedings, decision, opinions, and policies applicable to civil law and military affairs; domestic, international, foreign, procurement, contract and commercial law; policies and procedures relative to patents, inventions, taxation, land litigation; ethics; Freedom of Information Act and Privacy Act; investigation, processing, settlement, and payment of claims against or on behalf of the Government; and the provision of legal services to the Defense Commissary Agency. All items in this schedule are considered "Media Neutral."~~

**Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.**

**80-1 GENERAL LEGAL SERVICES CORRESPONDENCE.**

a. **GENERAL LEGAL CORRESPONDENCE.** Correspondence relating to legal matters that cannot logically be filed with the detailed records.

**Disposition:**

**GRS 23, Item 1**

**COFF:** end of FY

**DEST:** in CFA after 2 years

b. **INFORMATIONAL DOCUMENTS.** Documents relating to legal services that are received for information only, on which no action is required.

**Disposition:**

**GRS 23, Item 7**

**DEST:** when no longer needed for current operations

**80-2 LITIGATION FILES.** These records concern legal proceedings, legal actions disputes and controversy involving DeCA.

**80-2a Reserved**

**80-2b LEGAL REPRESENTATION.** Documents on assistance given the Department of Justice in the defense of military personnel and DoD civilian employees against civil or criminal proceedings arising out of omissions or acts committed by them in the course of their official duties, but not proceedings against the U.S. or its instrumentalities. Included are advisory reports; investigative reports; litigation reports; pleadings; communications with the Department of Justice, U.S. Attorneys, and other organizations, agencies, activities, and persons, both within and without the Federal Government; related papers. Documents relating to legal representation of military personnel and DoD civilians who have been named and served as additional defendants in specific cases will be filed, retained and disposed of with the individual case file for that case.

**(1) CASES INVOLVING LITIGATION.**

**Disposition:**

**N1-506-02-3**

**COFF:** when case closes

**TRANSFER:** to FRC after 4 years

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~~DEST: after 15 years~~

(2) OTHER CASES.

Disposition:

GRS 23, Item 1

COFF: when case closes

TRANSFER: to FRC after 4 years

DEST: after 10 years

**80-2c WITNESS APPEARANCES.** Documents on requests for military personnel and DOD civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting documents; letters; electrically transmitted messages; personnel action forms; and other papers indicating action taken on the requests.

Disposition:

N1-506-02-3

COFF: after appearance of witness or on completion of hearing, whichever is applicable

GC, HQ DeCA DEST: 2 years after COFF

**80-2d JUDICIAL INFORMATION RELEASE FILES.** Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. **To the extent possible, file these papers in the particular file to which the information release pertains (example, the proper personnel, patent, or claim file).**

(1) SAFEGUARDED INFORMATION

Disposition:

N1-506-02-3

COFF: end of FY

TRANSFER: to FRC after 4 years

GC, HQ DeCA DEST: Safeguarded information after 10 years

(2) NONSAFEGUARDED INFORMATION

Disposition:

N1-506-02-3

COFF: end of FY

GC, HQ DeCA DEST: after 2 years

**80-2e CONTRACT ADJUSTMENT AND CLAIM DETERMINATIONS.** Information showing recommendations or determination on adjustment of contract under Public Law 85-804 and on contract claims asserted by a contractor against the Government, or by the Government against a contractor other than those under 80-5a. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims an adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations, recommendations; memoranda of law; coordinating actions; bankruptcy reports, and related information. **NOTE: To the extent practical, documents described above should be filed with and disposed of with the related contract file. When bankruptcies and**

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~~Contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.~~

**Disposition:**

**N1-506-02-3**

**COFF:** after final determination or settlement

**TRANSFER:** to FRC after 4 years

**GC, HQ DeCA DEST:** 10 years after final determination or Settlement

**Regions DEST:** 6 years after final settlement of claim or litigation

**80-2f LEGAL OPINION PRECEDENTS OF CASES INVOLVING LITIGATION.** Documents showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they belong.

**Disposition:**

**N1-506-02-3**

**COFF:** end of FY

**TRANSFER to FRC:** after 4 years

**DEST:** after 15 years

**80-2g FRAUD AND IRREGULARITIES.** Documents relating to incidents and allegation of fraud, criminal conduct, collusive bidding, gratuities clause violation, and similar matters. When such cases involve or result in litigation, documents should be filed with the pertinent litigation case files.

**Disposition:**

**N1-506-02-3**

**COFF:** end of CY after file is closed

**TRANSFER:** to RHA after 2 years

**DEST:** 4 years after transfer

**80-3 ETHICS FILES.** These records relates to matter involving Standards of Conduct for DeCA personnel.

**80-3a ETHICS.** Documents relating to the establishment and overall management of a system designed to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to the standards of conduct on actual or potential legal proceedings. Included are advisory reports; investigative reports; litigation

**Disposition:**

**GRS 1, Item 27**

**DEST:** when superseded, obsolete or no longer needed for reference purposes.

**80-4 LEGISLATION FILES.** These records concern lawmaking, ordinances, regulations, statutes and amendments.

**80-4a LEGISLATION FILES.** Documents on preparing and processing of legislation. Executive Orders, proclamations, and reports on legislation proposed by or of interest, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed and reports on Congressional committees on introduced legislation; testimony of Agency officials, legislative proposals and reports on legislation proposed by, or the responsibility of the Secretary of Defense, Navy, or Air

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Force, reports to the Office of Management and Budget, and related papers.

**Disposition:**

**N1-506-02-3**

**HQ:** Permanent.

**PIF:** at close of each Congress and retain in CFA for 5 years

**TRANSFER as described below:**

(1) **TEXTUAL:** Transfer to WNRC in 5 year blocks when 10 years old; Transfer to National Archives in 5 year blocks when 20 years old.

(2) **ELECTRONIC:** Transfer to National Archives in 5 years after the close of each Congress. At the time of transfer, NARA and DeCA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. DeCA will also transfer any indexes or other records maintained for the management, search and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.

**80-4b LEGISLATION COMMENTS:** Documents showing comments on proposed legislation. Executive Orders, proclamations, and reports that are initiated by or for which chief responsibility for action has been assigned to another staff agency or command. Included are related copies of the organizations comments, copies of proposed legislation, and related papers.

**Disposition:**

**N1-506-02-3**

**COFF:** end of each CY

**TRANSFER:** to RHA after 2 years

**GC, HQ DeCA DEST:** 3 years after transfer

**80-5 PECUNIARY FILES.** Documents pertaining to pecuniary actions involving DeCA property.

**80-5a PECUNIARY CHARGE APPEALS.** Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortages in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, GPLDS, inquiries from and answers furnished GAO, and similar information.

**Disposition:**

**N1-506-02-3**

**COFF:** when case closes

**TRANSFER:** to FRC after 4 years

**GC, HQ DeCA DEST:** 10 years after closing of case

**80-5b CONTRACT APPEALS.** Case files reflecting the processing of contractors' appeals and complaints submitted for consideration under the provisions of disputes or similar clauses in contracts.

**Disposition:**

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**~~N1-506-02-3~~**

**~~COFF: end of FY in which final action on the appeal or complaint was taken~~**

**~~TRANSFER to FRC: after 4 years~~**

**~~GC, HQ DeCA DEST: 10 years after final action on the appeal or complaint.~~**

**80-6 Reserved**

**80-7 Reserved**

**80-8 JUDICIAL INFORMATION RELEASE FILES.** Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers.

**To the extent possible, file these papers in the particular file to which the information release pertains (example, the proper personnel, patent, or claim file).**

**Disposition:**

**N1-506-02-3**

**COFF: end of FY**

**TRANSFER: to FRC after 4 years**

**GC, HQ DeCA DEST: Safeguarded information after 10 years**

**GC, HQ DeCA DEST: Nonsafeguarded information: DEST after 2 years**

**80-9 Reserved**

**80-10 Reserved**

**80-11 LITIGATION CASES.** Documents on actual or potential legal proceedings. Included are advisory reports; investigative reports; litigation reports; copies of processes and plenary; communications with the Department of Justice and U.S. Attorneys, and with other organizations, agencies, activities, and persons both within the without the Federal Government; and related papers. Documents on litigation matters involving patents, copyrights, trademarks, and proposition data. Real property acquisitions are properly considered a part of and will be filed in those files.

**a. MISCELLANEOUS ADMINISTRATIVE TRIBUNALS**

**Disposition:**

**N1-506-02-3**

**COFF: end of FY**

**GC, HQ DeCA DEST: 6 years after completion of litigation**

**b. CASES IN FEDERAL COURTS**

**Disposition:**

**N1-506-02-3**

**COFF: end of FY**

**GC, HQ DeCA DEST: 6 years after completion of litigation**

**~~c. CASES IN STATE COURTS~~**

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Disposition:

N1-506-02-3

COFF: end of FY

GC, HQ DeCA DEST: 6 years after completion of litigation

80-12 CLAIM FILES. These records relates to claims involving DeCA.

80-12a CLAIM INVESTIGATION REPORTS. Documents showing the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports; marine casualty investigation reports; statements of witnesses, and related papers.

(1) REPORT ON POSSIBLE CLAIM AGAINST THE GOVERNMENT

Disposition:

N1-506-02-3

COFF: on expiration of the pertinent statutory period for filing a claim

GC, HQ DeCA DEST: 10 years after COFF

(2) REPORTS ON POSSIBLE CLAIMS IN FAVOR OF THE GOVERNMENT ON WHICH NO CLAIM EXISTS:

Disposition:

N1-506-02-3

COFF: on expiration of the pertinent statutory period for filing a claim

GC, HQ DeCA DEST: 10 years after COFF

80-12b CONTRACT ADJUSTMENTS AND CLAIM DETERMINATIONS. Information showing recommendations or determination on adjustment of contract under Public Law 85-804 and on contract claims asserted by a contractor against the Government, or by the Government against a contractor other than those under 80-5a. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims an adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations, recommendations; memoranda of law; coordinating actions; bankruptcy reports, and related information. **NOTE: To the extent practical, documents described above should be filed with and disposed of with the related contract file. When bankruptcies and contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.**

Disposition:

N1-506-02-3

COFF: after final determination or settlement

GC, HQ DeCA DEST: 10 years after final determination or Settlement

Regions DEST: 6 years after final settlement of claim or litigation

80-12c CLAIMS. Case files on claims for damage, loss or destruction of private property; personal injury or death resulting from negligence of wrongful acts or omission of acts by military personnel and civilian employees. **NOTE: If results in Litigation file under 80-11**

Disposition:

N1-506-02-3

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~~COFF: after final action on the case~~  
~~GC, HQ DeCA DEST: 10 years after final action on the case~~

**80-13 CRIMINAL INCIDENT/INVESTIGATIONS FILES.** Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers. Records pertain to civilian and military personnel of DeCA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DeCA controlled activities or facilities; or outside of those areas in cases where DeCA is or may be a party of interest.

**Disposition:**

**N1-506-02-3**

**COFF:** when investigation closes

**GC, HQ DeCA DEST:** 3 years after completion of investigation or incident

**80-16b LAW ENFORCEMENT AGENCY CRIMINAL TYPE REPORTS.** DCIS and other law enforcement agency reports about crimes against the Government, except those involving espionage, sabotage or loyalty matters. Included are reports containing criminal suitability type information on members of the services and DoD civilians which are sent to commands and agencies for information or proper action.

**Disposition:**

**N1-506-02-3**

**COFF:** end of FY

**GC, HQ DeCA DEST:** after 1 year

**80-17 COPYRIGHT LICENSES AND ASSIGNMENTS.** Documents showing interests of the Government in or under copyrights procured or obtained on behalf of the DOD whether or not recorded in the Office of the Register of Copyrights. Included are copies of copyright license and assignments and other instruments.

**N1-506-02-3**

**COFF:** when no longer needed for current operations

**TRANSFER:** to FRC 4 years after COFF

**DEST:** after 50 years

**80-18 INTELLECTUAL PROPERTY OPINIONS.** Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 80 series of records.

**Disposition:**

**N1-506-02-3**

**COFF:** end of FY

**GC, HQ DeCA DEST:** on supersession or obsolescence

**80-19 STANDARDS OF CONDUCT.** *Relates to matters involving Standards of Conduct for military and civilian personnel.*

**80-19A STANDARDS OF CONDUCT.** Documents relating to the establishment and overall management of a system designed to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to codes of ethics and standards of conduct.

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Disposition:

N1-506-02-3

DEST: when superseded or obsolete

**80-19b EMPLOYMENT AND FINANCIAL INTEREST STATEMENTS.** Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under DoD. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments and related information.

(1) **STATEMENTS OF EMPLOYMENT AND FINANCIAL INTERESTS, SUPPLEMENTARY STATEMENTS, REPORTS OF CHANGE, REVIEW COMMENTS**

Disposition:

N1-506-02-3

COFF: after separation

GC, HQ DeCA DEST: 3 years after separation

(2) **CONTROL LISTS**

Disposition:

N1-506-02-3

HQ DEST: when superseded or obsolete

(3) **RELATED INFORMATION**

Disposition:

N1-506-02-3

COFF: end of FY

Others DEST: when superseded or obsolete.

**80-20 FREEDOM OF INFORMATION AND PRIVACY ACT RECORDS UTILIZATION.**

*Documents relating to the review, approval, and/or disapproval of requests for release of information from DeCA records under the Freedom of Information Act (FOIA) and documents relating to implementing the Privacy Act of 1974 and providing or refusing access to or amendment of records in response to requests from individuals to whom the records pertain.*

**80-20a FOIA ADMINISTRATIVE FILES.** Documents relating to the general implementation of the FOIA. Included are routine correspondence, memoranda, notices, and related documents.

Disposition:

GRS 14, Item 15

COFF: end of FY

DEST: after 2 years

**80-20b FOIA REQUESTS.** Documents relating to requests for information under the FOIA. Included are the original request; a copy of the reply thereto granting access, stating inability to identify or nonexistence of requested records, and indicating fee charges; and related documents.

Disposition:

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~~GRS 14, Item 11a~~

~~COFF: end of FY~~

~~DEST: after 2 years if not appealed. If appealed, withdraw and file under FOIA appeals, 80-20c~~

~~80-20c FOIA APPEAL FILES. Documents relating to administrative appeals under the provisions of the FOIA. Included are the appellant's letter, copy of reply thereto, related supporting documents, and copies of the denied records.~~

~~Disposition:~~

~~GRS 14, Item 12b~~

~~COFF: end of FY~~

~~DEST: 6 years after final denial by agency, or 3 years after adjudication by courts, whichever is later~~

~~80-20d FOIA REPORT FILES. Documents relating to recurring reports and one-time information requirements relating to implementation of the FOIA, including annual reports to Congress.~~

~~Disposition:~~

~~GRS 14, Item 14~~

~~COFF: end of FY~~

~~DEST: after 2 years.~~

~~80-20e PRIVACY ACT GENERAL ADMINISTRATIVE FILES. Documents relating to the general operation of the Privacy Act Program. Included are memoranda, routine correspondence and related documents.~~

~~Disposition:~~

~~GRS 14, Item 26~~

~~COFF: end of FY~~

~~DEST: after 2 years; earlier disposal is authorized~~

~~80-20f PRIVACY CASE FILES. Documents accumulated in notifying requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests, approval and refusal actions, appeals and actions on appeals, coordination actions, copies of the requested and amended or unamended records, statements or disagreements, and related documents.~~

~~(1) APPROVED REQUESTS, UNAPPEALED REFUSALS, AND REFUSALS FULLY OVERRULED BY APPELLATE AUTHORITIES~~

~~Disposition:~~

~~GRS 14, Item 23~~

~~COFF: end of FY~~

~~DEST: after 4 years.~~

~~(2) REFUSALS UPHELD IN WHOLE OR IN PART BY APPELLATE AUTHORITIES~~

~~Disposition:~~

~~GRS 14, Item 23~~

~~COFF: end of FY~~

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~~TRANSFER to FRC: after 4 years.~~

~~DEST: after 10 years, provided legal proceedings are completed~~

~~**80-20g PRIVACY STATEMENT FILES.** Documents accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other papers used to collect information from individuals; to ensure necessity, compliance with Privacy Program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports; coordination actions, copies of instructions, and related documents.~~

~~**Disposition:**~~

~~COFF: end of FY~~

~~DEST: 2 years after discontinuance of related form, format, survey, or report.~~

~~**80-20h SYSTEM REPORT AND NOTICE FILES.** Documents relating to the preparation, coordination, and submission of reports, system notices, and exemption rules for proposed new system of records or changes to existing systems. Included are system reports, including OMB and Congressional comments on them; copies of system notices and exemption rules and public comments on them; coordination actions; and related documents.~~

~~**Disposition:**~~

~~HQ: Permanent~~

~~COFF: on discontinuance of the related system of records or on determination not to publish the system notice in the Federal Register~~

~~TRANSFER: to FRC after 4 years~~

~~Region DEST: after 2 years.~~

~~**80-20i PRIVACY ACT REPORT FILES.** Documents consisting of recurring reports and one-time information requirements relating to agency implementation of the Privacy Act. Included are annual reports of OMB and Congress, similar reports and related documents.~~

~~**Disposition:**~~

~~GRS 14, Item 25~~

~~COFF: end of FY~~

~~DEST: after 2 years~~

~~**80-20j ERRONEOUS RELEASE FILES.** Records documenting erroneous release of privacy related data that must be reported to DoD Privacy Office as Privacy Violations~~

~~**Disposition:**~~

~~GRS 14, Item 36a~~

~~COFF: end of FY~~

~~**80-20k ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~a. Copies that have no further administrative value after the recordkeeping copy is made.~~

~~Includes copies maintained by individuals in personal files, personal electronic mail directories, or other~~

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~~personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

**Disposition:**

**DEST/Delete:** within 180 days after the recordkeeping copy has been produced

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is complete.

**Disposition:**

~~**DEST/Delete:** when dissemination, revision, or updating is complete.~~