

### Request for Records Disposition Authority

Records Schedule Number: DAA-0428-2014-0002  
Schedule Status: Approved  
Agency or Establishment: Department of the Navy  
Record Group / Scheduling Group: General Records of the Department of the Navy, 1947-  
Records Schedule applies to: Major Subdivision  
Major Subdivision: SECNAV  
Minor Subdivision: JAG Corps  
Schedule Subject: Case Management Tracking Information System (CMTIS)  
Internal agency concurrences will be provided: No

Background Information: To maintain and manage legal case files on: military justice service, legal assistance service, Personal Representation services, and Command services workload and information.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0428-2014-0002

Sequence Number	
1	Legal Assistance, Personnel Representation, and Staff Judge Advocate/Command Services Records Disposition Authority Number: DAA-0428-2014-0002-0001
2	CMITS Operating Manual Disposition Authority Number: DAA-0428-2014-0002-0002
3	Case Management Tracking Information System (CMTIS) Master File Back Up Tapes Disposition Authority Number: DAA-0428-2014-0002-0003

Records Schedule Items

Sequence Number					
1	<p><b>Legal Assistance, Personnel Representation, and Staff Judge Advocate/Command Services Records</b></p> <p>Disposition Authority Number      DAA-0428-2014-0002-0001</p> <p>Records enable the JAG Corps to meet its organizational strategic goals by providing the mechanism to track and manage cases and workloads across the Enterprise in all areas of legal practice while capturing attorney productivity and ensuring timely disposition of military justice cases. Data is used to assess the timeliness of the court-martial process from date of referral of charges through the date of authentication of the record of trial. This information is critical to ensuring the constitutional mandate to provide every accused a "speedy trial" upon demand. It allows the legal practitioner to identify where in the business process delays may be occurring, thus giving the legal practitioner a more accurate picture of how to resolve the issue. The data from military justice cases as well as legal assistance, command services, and other legal support areas flows from the first request for services all the way through the appeals process.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Legal Assistant Records SSIC 5801</td> <td>5210.1 DON Records Management Manual</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                      See SSIC 5801</p> <p>Retention Period                      Destroy 5 year(s) after Report</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>	Manual Citation	Manual Title	Legal Assistant Records SSIC 5801	5210.1 DON Records Management Manual
Manual Citation	Manual Title				
Legal Assistant Records SSIC 5801	5210.1 DON Records Management Manual				

2	<b>CMITS Operating Manual</b>	
	Disposition Authority Number	DAA-0428-2014-0002-0002
	<b>Operating Manual</b>	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Withdrawn Status Explanation	Item is covered by (N1-GRS-07-4 item 11a1) Documentation.
	Disposition Instruction	
	Cutoff Instruction	Destroy Manual when superseded by new version.
	Retention Period	Destroy immediately after Superseded
	Additional Information	
	GAO Approval	Not Required
3	<b>Case Management Tracking Information System (CMTIS) Master File Back Up Tapes</b>	
	Disposition Authority Number	DAA-0428-2014-0002-0003
	<b>System Back up tapes of master file</b>	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	System back up tapes are not medium neutral
	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
	Withdrawn Status Explanation	Item is covered by (N1-GRS-03-1 item 4a2) System Backups and Tape Library Records.

Disposition Instruction	
Cutoff Instruction	Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. (N1-GRS-03-1 item 4a2)
Retention Period	Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. (N1-GRS-03-1 item 4a2)
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
06/04/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/02/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist