



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 5000.37
DONCIO
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SECNAV INSTRUCTION 5000.37

From: Secretary of the Navy

Subj: PROVISION OF DEPARTMENT OF THE NAVY DOCUMENTARY
MATERIAL

Ref: (a) SECNAVINST 5720.42F
(b) DoD Directive 5400.4 of 30 Jan 78
(c) SECNAVINST 5730.5J
(d) SECNAVINST 5740.29A
(e) SECNAVINST 5820.8A
(f) Federal Records Act, section 3301 et seq. of title
44, U.S.C.
(g) SECNAVINST 5430.7P
(h) SECNAVINST 5210.8D
(i) SECNAVINST 5430.25E
(j) SECNAVINST 5430.27C
(k) SECNAV M-5210.1

Encl: (1) Definitions
(2) Lead Action Office Summary

1. Purpose. To establish policies that coordinate procedures and assign responsibilities for the Department of the Navy (DON) to expeditiously locate, preserve, review, and produce documentary material in response to subpoenas, document production requests in litigation, congressional inquiries, requests from U.S. Government agencies, and other similar requests.

2. Applicability and Scope

a. This directive applies to the Secretary of the Navy (SECNAV) Secretariat offices, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy and U.S. Marine Corps activities, installations, and commands.

b. Nothing in this instruction negates the Department's legal responsibility to take immediate steps to preserve

documentary material in every format, including paper and electronic, that may be relevant to reasonably foreseeable litigation.

c. This instruction is intended to complement existing Department of Defense (DoD) and DON regulations, directives, and instructions addressing the provision of documentary material to entities outside the Department of the Navy. It does not supersede or modify existing laws, DoD or DON regulations, directives or instructions.

d. This instruction does not apply to requests for information under the Freedom of Information Act (FOIA), section 552 of title 5, United States Code (U.S.C.). Reference (a) sets forth DON processes to make information available to the public pursuant to FOIA requests.

e. This instruction provides guidance for the internal operation of the Department of the Navy only. It is not intended to and does not and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law or equity against the United States, the Department of Defense, or the Department of the Navy.

3. Definitions. Definitions used in this instruction are located in enclosure (1).

4. Background

a. It is DoD policy to make information concerning DoD operations and activities reasonably available to both government officials and to the public in general (reference (b)). This instruction sets forth DON policy, procedures, and responsibilities for coordinating and responding, in a timely manner, to discovery requests, court orders, investigations, congressional inquiries, Executive Branch inquiries, and other similar governmental requests for documentary materials from the Department of the Navy.

b. This instruction complements congressional requests for information and litigation information response requirements established in references (c) through (e). This instruction does not supersede or modify any existing laws, DoD or DON regulations, directives or instructions.

c. Numerous words and phrases are associated with providing government information. Some of the most common are: record holds, record freezes, holds and freezes, discovery actions, court orders, preservation orders, and searches. By whatever descriptor used, fulfilling the requirements of these actions requires locating, preserving, reviewing, and producing records and other documentary material and being able to document the steps taken to establish compliance with the request.

5. Policy. It is DON policy to:

a. Accurately, efficiently, and expeditiously locate, preserve, review, and produce, as appropriate, documentary material in any format, including paper and electronic, when required to do so by proper authority.

b. Have in place at commands, organizations, and activities, plans and processes to expeditiously search for, locate, preserve, review, and produce documentary material in any and every format including electronic files and paper documents. A SECNAV manual will be published that provides guidance, standards, and sample processes to assist commands with documentary material tasking.

c. Maintain an accurate list of record freezes/holds and other preservation requirements, both open and closed, involving DON records and other documentary material for those cases in which Lead Action Office (LAO) responsibility was assigned by this instruction.

d. Expeditiously lift record freezes/holds and other preservation requirements of DON documentary material when counsel, in the case of litigation, and the LAO, in all other cases, determines that such action is permissible.

6. Procedures

a. Proper compliance with documentary material tasking requires locating, preserving, reviewing, and producing records and other documentary material.

(1) Locating documentary material involves searching material holdings, electronic data including metadata, and file plans to ascertain the location of the material in question.

(2) Records and other documentary materials involved in documentary tasking may be in any format including, but not limited to, paper documents, electronic files, electronic mail (e-mail), e-mail with attachments, photographs, microfiche, and maps.

(3) Once located, the requested material must be preserved. While the requirement remains in force, the material cannot be destroyed even if normal destruction would be otherwise authorized by an approved records disposition schedule. Preservation also entails maintaining the material such that it can be easily retrieved and is readable.

(4) All documentary material must be properly reviewed prior to providing it to the requestor or another office. The review must ensure items that may be classified, privileged, or otherwise protected from disclosure are treated appropriately. The review shall be conducted by the security manager and command counsel or staff judge advocate (SJA) based on subject matter for determination of such appropriate treatment. In addition, commands must ensure that review requirements provided by the LAO specific to a particular documentary tasking are completed during the command review.

(5) Material production involves physically providing the material in question, or copies of that material, if appropriate, to the requestor.

(6) For each documentary material tasking, action officers must maintain a log of actions taken to search for, locate, preserve, review and/or produce records or other documentary material. This log shall include, but is not limited to, a description of the actions taken, identification of the personnel who performed such actions, and a description of the records or other documentary material searched for, located, preserved, reviewed, and/or produced.

b. Specific requirements for material preservation and production orders vary greatly in scope, number of involved commands, deadlines, and breadth of applicable material. Each one will be different. The scope and requirements of a documentary tasking must be evaluated before the directions of that tasking can be determined.

c. References (c) and (d) contain guidance on providing information, including classified information, to Congress. Consult the Navy Office of Legislative Affairs (OLA) or the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN (FM&C)), Appropriations Matters Office (FMBE) for document requests from Congress. Consult counsel for document requests for litigation. Reference (e) prescribes procedures for responding to document requests for use of documentary materials in Federal, State, or foreign courts and other government proceedings.

d. As delineated in subparagraph 7j of this instruction, the LAO is that command, organization, or activity responsible for overall coordination of the DON response to a given request for documentary material.

(1) The LAO coordinates with the commands, organizations, and activities that may have responsive documentary material to ensure that such material is properly preserved and produced. Also, LAOs obtain additional information from documentary tasking originators if clarifying guidance is needed.

(2) LAOs may task, with appropriate chain of command task-coordination, commands, organizations, and activities to preserve and provide responsive documents. For task-coordination at the headquarters level, LAOs should include Director, Marine Corps Staff for Headquarters Marine Corps (HQMC) and Director, Navy Staff for Office of the Chief of Naval Operations (OPNAV).

(3) Individual commands, organizations, and activities, as the material holders, are responsible for the accuracy, completeness, and timeliness of the response to such tasking.

(4) The LAO shall determine and issue directions for responding to a specific information request after evaluating the request's scope and tasking requirements.

(5) When appropriate, commands and activities shall consult with the LAO regarding the need for and identification of subject matter experts in specific cases.

(6) Commands and activities shall appoint a documentary material discovery team leader to serve as the point of contact for coordination with the LAO.

e. There may be situations in which personnel are required to testify about and/or document the actions taken to locate, preserve, review, and produce each format of the documentary material in a tasking. Therefore, the actions taken to locate, preserve, and produce documentary material - in every format, including electronic - must be documented.

f. A significant and ever increasing portion of the Department's documentary material is created, used, and/or stored electronically. Special care must be taken to ensure the preservation of electronic material. Such material can be lost by simply deleting an e-mail that should be preserved. Also, the requirements for electronic material during a preservation and/or production action must be clearly specified. For instance, the required format and hardware, the means of transference, and requirement for metadata (i.e., is metadata required or not) must all be specified.

g. Time is often an important factor in responding to documentary requests. Accordingly, when documentary tasking is received, it is imperative that the appropriate LAO and the affected commands receive the action as quickly as possible. The LAO and responding commands must create and implement directions and response plans that will meet required timeframes. Also, commands and activities must tailor their documentary preservation processes to meet the timelines the LAO promulgates.

h. The majority of materials involved with a documentary tasking will usually, but not always, be official records as defined by reference (f). Also, these cases may involve old records or records from disestablished commands. Therefore, records management personnel should be consulted expeditiously to respond to documentary tasking.

7. Responsibilities

a. Department of the Navy Chief Information Officer (DON CIO). The DON CIO is the DON's senior information management

(IM) official responsible for IM matters including records management (references (g) and (h)). Accordingly, the DON CIO shall:

(1) Provide strategic direction and issue DON policy, in conjunction with the Office of General Counsel (OGC), regarding the DON's responsibilities to locate, preserve, review, and produce documentary material.

(2) Create and maintain a SECNAV manual, with the assistance of the OGC that provides guidance, standards, and sample processes to assist commands, organizations, and activities to properly search for, locate, preserve, review, and produce documentary material.

(3) Act as LAO (responsibilities delineated in subparagraph 7j) for documentary material taskings that are not otherwise assigned in paragraph 7 of this instruction.

(4) With assistance from the OGC, the Judge Advocate General (JAG), and other LAOs, maintain a list of current and expired record and documentary material holds/freezes and preservation orders, involving the Department of the Navy, for those cases in which LAO responsibility was assigned by this instruction. Some of these actions will explicitly address the Department of the Navy to include all or portions of the Department. In others, the Department of the Navy will be implicitly included (e.g., matters involving the Department of Defense or the Federal Government).

(5) Coordinate policy issues with the CNO and CMC through the DON Deputy CIOs (Navy and Marine Corps) (DDCIO-Navy and DDCIO-MC), as appropriate.

(6) With assistance from DDCIO-Navy and DDCIO-MC, the DON CIO shall develop procedural guidance on requesting preservation of files residing on DON networks. This guidance will be included in the SECNAV manual on documentary tasking.

b. Director, Secretary of the Navy Administrative Office (SECNAV Admin). SECNAV Admin manages correspondence and tasking requirements entering the Department of the Navy through the Office of the Secretary of the Navy. Accordingly, SECNAV Admin will:

(1) Ensure tasking to locate, preserve, and produce documentary material is assigned to LAOs in accordance with this instruction.

(2) Ensure only the SECNAV, or his designee, the General Counsel (GC), shall accept service of process for the Department of the Navy. This instruction does not modify the requirements of part 257 of title 32, Code of Federal Regulations (CFR) regarding acceptance of service of process.

(3) Ensure tasking includes coordination with CNO and CMC Headquarters offices, DDCIO-Navy, and DDCIO-MC, and others in the chain of command as appropriate.

c. Chief of Legislative Affairs (CLA). The CLA leads the OLA and is the SECNAV'S principal staff assistant for discharging the legislative functions and responsibilities of the Department of the Navy with the exception of liaison with the Appropriations Committees (reference (c)).

(1) The OLA shall act as LAO (responsibilities delineated in subparagraph 7j) for documentary tasking that originates in Congress with the exception of those originating from the Appropriations Committees. Such tasking might pass through other offices (e.g., Office of the Secretary of Defense (OSD), DoD GC) before reaching the Department of the Navy.

(2) The LAO for congressional documentary tasking involving the U.S. Marine Corps, excluding tasking from the Appropriations Committees, shall normally be the U.S. Marine Corps' OLA. This office is headed by the Deputy Chief for Legislative Affairs for Marine Corps (DCLA MC). The DCLA MC is the principal assistant to the CLA for U.S. Marine Corps matters.

d. Assistant Secretary of the Navy (Financial Management and Comptroller), FMBE. FMBE is the SECNAV'S principal staff assistant for discharging the legislative functions and responsibilities of the Department of the Navy with the Appropriations Committees (references (c) and (d)). Accordingly, FMBE shall act as LAO (responsibilities delineated in subparagraph 7j) for documentary tasking that originates in

the Appropriations Committees. Such tasking might pass through other offices (e.g., OSD, DoD GC) before reaching the Department of the Navy.

e. General Counsel. The GC of the U.S. Navy is the chief legal officer of the Department of the Navy and is the head of the OGC (references (g) and (i)). The GC's duties include providing or supervising the provision of legal services in the areas of acquisition law, including international transactions, business and commercial law, intellectual property law, fiscal law, civilian personnel and labor law, environmental law, standards of conduct and ethics, and FOIA and Privacy Act law. OGC shares intelligence law and intelligence oversight responsibilities with the JAG. Duties also include conducting litigation involving the areas enumerated above and oversight of all litigation affecting the Department of the Navy (references (g) and (i)). Accordingly, the GC will:

(1) Act as LAO (responsibilities delineated in subparagraph 7j) for documentary tasking concerning litigation involving the areas specified above, specific tasking from the Department of Justice, and other litigation affecting the Department of the Navy except for litigation actions under the purview of the JAG.

(2) With the DON CIO, provide strategic direction and develop DON policy regarding the location, preservation, review, and production of documentary material.

(3) Assist the DON CIO, in maintaining a SECNAV manual that provides guidance, standards, and sample processes to properly search for locate, preserve, review, and produce documentary material.

(4) With the Office of the Judge Advocate General (OJAG), assist the DON CIO in maintaining a list of current and expired record and documentary material holds/freezes and preservation orders, involving the Department of the Navy, for those cases in which LAO responsibility was assigned by this instruction. Some of these actions will explicitly address the Department of the Navy to include all or portions of the Department. In others, the Department of the Navy will be implicitly included (e.g., matters involving the Department of Defense or the Federal Government).

(5) Act as legal advisor regarding searching, locating, preserving, reviewing, and producing documentary material as required by clients.

(6) Coordinate, as required, with the Documentary Material Discovery Teams of U.S. Navy echelon II and U.S. Marine Corps Marine Force commands, described in subparagraph 7i below, on the review of requested documentary material.

f. Judge Advocate General. The JAG is the Chief of the Judge Advocate General's Corps and is the senior military lawyer within the OJAG. In accordance with references (g) and (j), the JAG's duties include providing and supervising the provision of legal advice and related services in the areas of military justice, operational and international law, administrative law (e.g., military personnel law, certain legislative and regulatory matters, and homeland security matters), legal assistance, and civil law (e.g., admiralty tort and salvage claims and associated litigation, maritime law, general claims and general litigation). The JAG shares intelligence law and intelligence oversight responsibilities with the OGC. Duties also include conducting litigation involving these areas. Litigation actions under the purview of the JAG do not include acceptance of service of process that is retained by the SECNAV or his designee, the GC. Accordingly, the JAG shall:

(1) Act as LAO (responsibilities delineated in subparagraph 7j) for documentary material tasking concerning the areas specified above.

(2) With the OGC, assist the DON CIO in maintaining a list of current and expired record and documentary material holds/freezes and preservation orders, involving the Department of the Navy, for those cases in which LAO responsibility was assigned by this instruction. Some of these actions will explicitly address the Department of the Navy to include all or portions of the Department. In others, the Department of the Navy will be implicitly included (e.g., matters involving the Department of Defense or the Federal Government).

(3) Act as legal advisor regarding searching, locating, preserving, reviewing and producing documentary material as required by clients.

(4) Coordinate, as required, with the Documentary Material Discovery Teams of U.S. Navy echelon II and U.S. Marine Corps Marine Force commands, described in subparagraph 7i below, on the review of requested documentary material.

g. White House Liaison Office (WHLO). As a component of the Secretary's immediate staff, WHLO provides liaison with the White House Military Office (WHMO) and coordinates necessary action in response to WHMO tasking. WHLO answers requests for information, coordinates U.S. Navy and U.S. Marine Corps representatives for specific White House events, and responds on behalf of the White House to inquiries tasked to SECNAV, either directly or via the OSD. WHLO reviews Presidential Support Program packages for DON personnel and coordinates the nomination of U.S. Navy White House social aides. Accordingly, the WHLO shall act as LAO (responsibilities delineated in subparagraph 7j) for documentary tasking that originates in the White House. Such tasking might pass through other offices (e.g., OSD, DoD GC) before reaching the Department of the Navy.

h. Commanders, Commanding Officers, Officers-in-Charge, and Office Heads. Individual commands, organizations, and activities, as the documentary material holders, are responsible for the accuracy, completeness, and timeliness of responses to documentary material location, preservation, review, and production tasking in response to LAO direction. As such, these officials shall:

(1) Ensure plans and processes are in place to effectively search for, locate, preserve, review, and produce documentary material. These plans must account for every format of documentary materials including, but not limited to, e-mail with attachments, all other types of electronic files, and all holdings of hard format material.

(2) Designate personnel to execute record and other documentary material search, location, preservation, review, and production requirements. The command records manager or records officer should be one of the designees.

(3) In the event a request or order for records or other documentary material is made directly to a DON command or activity, the command or activity shall comply with the applicable references (c) through (e) and consult with command

counsel or SJA based on the subject matter. Compliance with references (c) through (e) will ensure a LAO is identified and that action in accordance with this instruction is triggered.

i. U.S. Navy Echelon II and U.S. Marine Corps Marine Force Commands. Echelon II and Marine Force commands have the responsibility to respond to documentary tasking, just as every command does, in accordance with subparagraph 7h of this instruction. In addition, these commands shall support the documentary taskings of their lower echelon commands as required. As such, these commanders shall:

(1) Designate a standing documentary material discovery team knowledgeable in all aspects of searching for, locating, preserving, reviewing, and producing records and other documentary material. The team must be prepared to support these tasks with material in any format. The team should include the records officer/command designated records manager, individuals from administration, information technology, and command counsel or SJA (if assigned). Appropriate subject matter experts will likely be needed for individual documentary material tasks.

(2) Ensure personnel assigned to the Documentary Material Discovery Team are familiar with the procedures and processes needed to search for, locate, preserve, review, and produce documentary material.

(3) Expeditiously pass documentary material requirements, as well as warning orders or "heads-up" notifications, to lower echelon commands, organizations, and activities as applicable.

(4) Provide assistance and guidance to lower echelon commands for documentary tasking as required.

j. Lead Action Office. The LAO is that command, organization, or activity responsible for overall coordination of a given search, location, preservation, review and/or production tasking involving records or other documentary material. The LAO is authorized to task, with appropriate chain of command task-coordination, commands, organizations, and activities with document location, preservation and production.

For task-coordination at the headquarters level, LAOs should include Director, Marine Corps Staff for HQMC and Director, Navy Staff for CNO. As such, the LAO shall:

(1) Determine the requirements for search, location, preservation, review, and production for the documentary tasking. This should include specific direction relating to electronic files and required metadata.

(2) Assign action, with appropriate chain of command task coordination, to the set of commands, organizations, or activities, required to perform search, location, preservation, review, and production actions for the given tasking, as well as direction regarding the documentation of these actions.

(3) In the event a documentary tasking involves all or a broad portion of the Department of the Navy or in the event an LAO cannot determine which commands might have responsive documentary material for a particular item, the task shall be assigned, for further tasking, to Director, Marine Corps Staff for HQMC and Director, Navy Staff for CNO.

(4) Provide direction, as necessary, to assist action commands with the tasker. Do not simply forward the originating document(s), thus forcing every office to create directions, unless that document is sufficiently clear.

(5) Provide instructions for legal and privilege review that may be unique or specific for a given documentary material tasking. These instructions, if applicable, are in addition to the standard review for classified, privileged, and otherwise protected material that occurs with every documentary tasking.

(6) In the event more than one LAO has responsibility for a given documentary material tasking, in accordance with the provisions of this instruction, the offices shall coordinate with each other to determine which office will take each action.

(7) Coordinate implementation of DON-wide records freezes and holds with the CNO and the CMC records management offices, as appropriate.

(8) When notified by a command of a request for documentary material being made directly to the command, the LAO has the authority to determine whether the request should be forwarded to them or retained by the command.

(9) Following compliance with the documentary tasking, determine remaining actions, if any, and the status of task closure. If the tasking remains open, seek closure of the hold/freeze or preservation from the appropriate initiating office. Closure can only occur, however, after all legal requirements have been met.

(10) Provide notifications to the CNO and the CMC records management offices, the DON CIO, OGC, and OJAG when records holds and freezes are lifted.

k. SECNAV Secretariat, U.S. Navy, and U.S. Marine Corps Records Managers. The majority of materials involved with these taskings are usually, but not always, official records as defined by reference (f). Potentially, documentary taskings may involve old records or records of disestablished commands. Therefore, records management personnel and processes are critical assets for responding to documentary tasking. The Service records managers implement the DON Records Management Program within SECNAV Secretariat offices, U.S. Navy, and U.S. Marine Corps. As such, these managers shall:

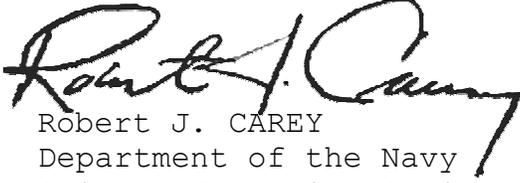
(1) Promulgate notices, via e-mail or message, of new documentary tasking to SECNAV Secretariat offices, OPNAV staff, HQMC, U.S. Navy echelon II commands, and U.S. Marine Corps Marine Force commands record officers/managers when timely initial notification is required.

(2) Assist LAOs, as necessary, by locating records in the Federal Record Centers.

1. DON Network Operators. Individual commands are responsible to archive their records and other documentary material, assisted as required by their U.S. Navy echelon II and U.S. Marine Corps Marine Force commands. If, however, individual commands cannot fully comply with documentary tasking because they lack sufficient access to electronic storage systems available within their activity, network operators shall assist such commands in the preservation of electronic files

that reside on their networks. This could occur, for example, if a documentary tasking involves personnel who are no longer employed at the command or there is a large scale request to hold e-mail. Ultimate responsibility for complying with the documentary tasking in such cases remains with the individual chain of command. Time is often an important factor in responding to these requests. Accordingly, close coordination with the LAO and command or activity requesting assistance and ensuring a timely response is important.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (k).



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DEFINITIONS

1. Documentary Materials. A collective term for records and nonrecord materials that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording (section 1220.14 of title 36, CFR). Documentary material may be in any media including, but not limited to, paper, electronic files, microfiche, maps, photographs, and e-mail with attachments.
2. Documentary Tasking and Documentary Material Tasking. Collective terms for actions associated with searching for, locating, preserving, reviewing, and/or producing documentary material.
3. File Plan. A set of policies and procedures for organizing and identifying files or documents to speed their retrieval, use, and disposition. It is also a plan designating the physical location(s) at which an agency's files are to be maintained, the specific types of files to be maintained there, and the organizational element(s) having custodial responsibility.
4. Lead Action Office (LAO). That command, organization, or activity responsible for overall coordination of a given search, location, preservation, review, and/or production event involving records or other documentary material. The LAO sends tasking to the set of commands that need to actually search for and/or collect documents. For example, the chairman of a congressional committee sends a request to SECNAV to search for e-mail regarding Big Corp, Inc. SECNAV ADMIN tasks OLA to lead the effort because it originated in Congress. After analysis, OLA takes action in accordance with subparagraph 7j of this instruction.
5. Permanent Records. Records appraised by the National Archives and Records Administration (NARA) as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are needed for administrative, legal, fiscal or others purposes by the agency holding them.

6. Preservation Orders. Actions taken to designate temporary records that may not be destroyed in accordance with NARA approved disposition schedules and also to designate other documentary material that may not be destroyed.

7. Privilege. Refers generally to the government's legal right(s) to withhold certain documentary material from production during litigation and other contexts. There are various types of privileges that may be applicable to documentary material that must be collected and reviewed for either litigation or other purposes. These privileges include, but are not limited to: the attorney-client privilege, the attorney-work-product doctrine, the deliberative process privilege, and the states secret privilege. There are also statutory protections that preclude the release of information. These include, but are not limited to: the Privacy Act (section 552a of title 5, U.S.C.), section 2305(g) of title 10, U.S.C., Trade Secrets Act (section 904 of title 18, U.S.C.), FOIA (section 552 of title 5, U.S.C.), state privilege laws, and medical record privacy laws, etc.

8. Records. All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included (reference (f)).

9. Record Freeze. A situation in which temporary records cannot be destroyed pursuant to an approved retention schedule because special circumstances, such as a court order or a congressional inquiry, require a temporary extension of the approved retention period.

10. Record Hold. See record freeze (enclosure (1), paragraph 9).

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11. Temporary Records. Records approved by NARA for disposal, either immediately or after a specified retention period.

Lead Action Office Summary

The table below summarizes LAOs as determined by the originator and/or topic of the documentary task.

Documentary Tasking Originators and Topic Areas	LAO
Documentary tasking from Congress (except from the Appropriations Committees)	OLA
Documentary tasking from Congressional Appropriation Committees	ASN (FM&C), FMBE
Documentary tasking from the White House	WHLO
Documentary tasking involving: <ul style="list-style-type: none"> • Acquisition, business and commercial law, intellectual property law, fiscal law, civilian personnel and labor law, environmental law, standards of conduct and ethics, and intelligence law (with the JAG). • Litigation concerning these areas. • Other litigation affecting the Department of the Navy except litigation under the purview of the JAG. • Tasking from the Department of Justice. 	OGC
Documentary tasking involving: <ul style="list-style-type: none"> • Military justice, operational and international law, administrative law (e.g., military personnel law, certain legislative and regulatory matters, and homeland security matters), legal assistance, civil law (e.g., admiralty tort and salvage claims and associated litigation, maritime law, general claims and general litigation), and intelligence oversight (with the OGC). • Litigation concerning these areas. 	OJAG
Documentary tasking not cited above	Office of DON CIO