

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0002**

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 **Justice Management Division**

Minor Subdivision **Budget Office**

Schedule Subject **Department of Justice Justice Management Division Justice
Planning and Performance Reporting System (JPPRS)**

Internal agency concurrences will
be provided **Yes**

Background Information **JPPRS is an internal Department-wide performance planning and reporting tool. This system reduces duplication of effort and provides a single portal and process for the collecting, reporting, and analyzing the Department's performance information. More specifically, JPPRS provides relevant performance management reports (Quarterly Status Reports, Performance and Resource Tables and Management Dashboard Reports) on demand to leadership, to those in oversight functions, and those in components.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2011-0002

Sequence Number	
1	Master File Disposition Authority Number DAA-0060-2011-0002-0002
2	Outputs Disposition Authority Number DAA-0060-2011-0002-0003

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2011-0002-0002</p> <p>Measures can be included for each component based on performance requirements, internal and other management requirements JPPRS maintains up to 800 measures in three general categories</p> <ul style="list-style-type: none"> •Performance details quarterly data on performance and efficiency targets and results, including a scoring component •Workload details quarterly data on workload targets and results and includes a discussion section to highlight relevant information •Budget although not currently in use, capabilities exist for measures connecting performance and workload to budgetary considerations <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Master file of an EIS</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> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cutoff at end of fiscal year</p> <p>Transfer to Inactive Storage Will not be transferred</p> <p>Retention Period Destroy 7 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Outputs</p> <p>Disposition Authority Number DAA-0060-2011-0002-0003</p> <p>JPPRS produces management reports showing targeted and actual performance data which can be downloaded and saved in various formats</p>

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Electronic Records
Cutoff Instruction	Cutoff at end of fiscal year
Transfer to Inactive Storage	Will not be transferred
Retention Period	Destroy 7 year(s) after
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
03/30/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/09/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/14/2012	Concur	Margaret Hawkins	Director of Records management Services	National Records Management Program - Records Management Services
05/14/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist