

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2011-0008
 Schedule Status Returned Without Action
 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 Antitrust Division
 Minor Subdivision Executive Office
 Schedule Subject Records of the ATR Assistant Attorneys General, Deputy Attorneys General, Confidential Assistants, Chiefs of Staff, Counsels, Special Advisors, Special Assistants and Section/Office Chiefs/Assistant Chiefs
 Internal agency concurrences will be provided No
 Background Information Official Records of the Assistant Attorneys General, Deputy Assistant Attorneys General, Confidential Assistants, Chiefs of Staff, Counsels, Special Advisors, Special Assistants and Section/Office Chiefs/Assistant Chiefs in the Antitrust Division

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

WITHDRAWN

Outline of Records Schedule Items for DAA-0060-2011-0008

Sequence Number	
1	Assistant Attorneys General (AAG) Disposition Authority Number DAA-0060-2011-0008-0001
2	Deputy Assistant Attorneys General (DAAG) Disposition Authority Number DAA-0060-2011-0008-0002
3	Confidential Assistants Disposition Authority Number DAA-0060-2011-0008-0003
4	Chiefs of Staff Disposition Authority Number DAA-0060-2011-0008-0004
5	Counsels Disposition Authority Number DAA-0060-2011-0008-0005
6	Special Advisors Disposition Authority Number DAA-0060-2011-0008-0006
7	Special Assistants Disposition Authority Number DAA-0060-2011-0008-0007
8	Section/Office Chiefs and Assistant Chiefs Disposition Authority Number DAA-0060-2011-0008-0008

WITHDRAWN

Records Schedule Items

Sequence Number

1

Assistant Attorneys General (AAG)

Disposition Authority Number **DAA-0060-2011-0008-0001**

Alphabetical subject files organized by year of unclassified non-investigation matter memoranda, notes, e-mails, reports, studies, analyses, and other records documenting the programs, projects, activities, policies, organization, operations, and internal administration of the Antitrust Division addressed to, signed, or directly involving the AAG. All investigation-related memoranda, notes, e-mails and other records will be transferred and retained in case files (N1-60-88-10)

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 0 Cubic feet	2 0 Cubic feet

2

Microform		
Hardcopy or Analog Special Media		

Deputy Assistant Attorneys General (DAAG)

Disposition Authority Number **DAA-0060-2011-0008-0002**

Alphabetical subject files organized by year of unclassified non-case investigation correspondence, memoranda, notes, e-mails, reports, studies, analyses, and other records documenting the programs, projects, activities, policies, organization, operations and internal administration of the Antitrust Division. All investigation-related memoranda, notes, e-mails and other records will be transferred and retained in case files (N1-60-88-10)

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

WITHDRAWN

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	2 0 Cubic feet	2 0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3

Confidential Assistants

Disposition Authority Number **DAA-0060-2011-0008-0003**

Unclassified working files, calendars, appointment books, schedules, logs, diaries and other records maintained exclusively by the AAG's Confidential Assistant documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the AAG

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	2 0 Cubic feet	2 0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Chiefs of Staff

Disposition Authority Number **DAA-0060-2011-0008-0004**

Alphabetical subject files organized by year of unclassified non-investigation matter memoranda, notes, e-mails, reports, and other records documenting the responsibilities, activities and projects of the Chief of Staff Included are calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the position

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	2 0 Cubic feet	2 0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Counsels

Disposition Authority Number DAA-0060-2011-0008-0005

Alphabetical subject files organized by year of unclassified non-investigation matter memoranda, notes, e-mails, reports, and other records documenting the responsibilities, activities and projects of Counsel to the AAG. Included are calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the position.

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? No

Disposition Instruction

Cutoff Instruction Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 5 year(s) after

Additional Information

GAO Approval Not Required

WITHDRAWN

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Special Advisors

Disposition Authority Number DAA-0060-2011-0008-0006

Alphabetical subject files organized by year of unclassified non-case matter memoranda, notes, e-mails, reports, and other records documenting the responsibilities, activities and projects of Special Advisor to the AAG. Included are calendars, appointment books, schedules, logs, diaries and other records

documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the position

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? No

Disposition Instruction

Cutoff Instruction Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 5 year(s) after

Additional Information

GAO Approval Not Required

Special Assistants

Disposition Authority Number DAA-0060-2011-0008-0007

Alphabetical subject files organized by year of unclassified non-case matter memoranda, notes, e-mails, reports, and other records documenting the responsibilities, activities and projects of Special Assistant to the AAG Included are calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the position

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? No

Disposition Instruction

Cutoff Instruction Unknown

Transfer to Inactive Storage Unknown

Retention Period Destroy 5 year(s) after

WITHDRAWN

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Additional Information

GAO Approval **Not Required**

Section/Office Chiefs and Assistant Chiefs

Disposition Authority Number **DAA-0060-2011-0008-0008**

Calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities containing substantive information relating to the official activities of the position

Final Disposition **Permanent**

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? **No**

Disposition Instruction

Cutoff Instruction **Unknown**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

Additional Information

First year of records accumulation **1996**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

WITHDRAWN

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 0 Cubic feet	2 0 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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WITHDRAWN