

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0009**
 Schedule Status **Approved**

Agency or Establishment **Department of Justice**
 Record Group / Scheduling Group **General Records of the Department of Justice**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **U S Department of Justice Directives and Guidance**
 Internal agency concurrences will be provided **No**

Background Information **The Directives Management (DM) Program is DOJ's primary means to establish, communicate, and institutionalize policies, requirements, responsibilities, and procedures for the Department. Directives serve several purposes, including (1) establish clear authorities, roles, and responsibilities for accountability, (2) provide a structure for communicating direction, (3) provide historical context for Department decisions and activities**

The current body of Department Guidance consists of four broad categories. (1) Internal Governance, (2) Informational Issuance, (3) Mission Guidance, (4) Component Directives

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	1	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2011-0009

Sequence Number	
1	Component Specific Directives Disposition Authority Number: DAA-0060-2011-0009-0008
2	Internal Governance
2 1	Policy Statement Disposition Authority Number DAA-0060-2011-0009-0005
2 2	DOJ Instruction Disposition Authority Number DAA-0060-2011-0009-0006
2 3	Policy Memo Disposition Authority Number DAA-0060-2011-0009-0007
2 4	DOJ Orders
2 4 1	Record Copy Disposition Authority Number DAA-0060-2011-0009-0001
2 4 2	Background Files Disposition Authority Number DAA-0060-2011-0009-0002

Records Schedule Items

Sequence Number	
1	<p>Component Specific Directives</p> <p>Disposition Authority Number DAA-0060-2011-0009-0008</p> <p>Administrative policies and procedures created by DOJ Components which apply only to their specific component or office. May include handbooks, bulletins, manuals, guidance memos and other similar publications</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when canceled or superseded</p> <p>Transfer to Inactive Storage Unknown</p> <p>Retention Period Destroy 7 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Internal Governance</p> <p>Directives that apply to more than one component and are issued and maintained by the DOJ Directives Manager</p>
2 1	<p>Policy Statement</p> <p>Disposition Authority Number DAA-0060-2011-0009-0005</p> <p>defines or supplements policy, assigns responsibilities within a program area, and communicates expectations. Policy Statements are signed at the Staff Director level or above, or persons delegated such authority and are effective until cancelled or superseded</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

	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
	Disposition Instruction	
	Cutoff Instruction	Cut off when cancelled or superseded
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy 7 year(s) after
	Additional Information	
	GAO Approval	Not Required
2 2	DOJ Instruction	
	Disposition Authority Number	DAA-0060-2011-0009-0006
	An instruction defines and standardizes procedures of an approved policy. They are approved by the staff director or program manager with designated authority for that policy, and are effective until expired.	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off when cancelled or superseded
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy 3 year(s) after
	Additional Information	
	GAO Approval	Not Required
2 3	Policy Memo	

Disposition Authority Number DAA-0060-2011-0009-0007

A policy memo is only used to establish/issue urgent, time-sensitive policy requiring expedited approval and distribution. They are signed by the Attorney General, Deputy Attorney General, or Assistant Attorney General for Administration. They must be converted into a DOJ Order or Policy Statement within one year.

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? No

Disposition Instruction

Cutoff Instruction Cut off when superseded or converted into a DOJ directive

Transfer to Inactive Storage Unknown

Retention Period Destroy 3 year(s) after

Additional Information

GAO Approval Not Required

2 4

DOJ Orders

A DOJ Order establishes policy and assigns responsibility. DOJ Orders are signed by the Attorney General (AG), Deputy Attorney General (DAG), or Assistant Attorney General for Administration (AAG/A) and are effective until cancelled or superseded.

2 4 1

Record Copy

Disposition Authority Number DAA-0060-2011-0009-0001

One copy of each published Order, to include all changes and updates

Final Disposition Permanent

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off when cancelled or superseded**

Transfer to Inactive Storage **Unknown**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1971**

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? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 0 Cubic feet	1 0 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2 4 2

Background Files

Disposition Authority Number **DAA-0060-2011-0009-0002**

These files include drafts, comments, clearance information, and any other supporting documentation

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?	No
Disposition Instruction	
Cutoff Instruction	Cut off when associated Order is transferred to NARA or when 7 years old, whichever is sooner
Transfer to Inactive Storage	Unknown
Retention Period	Destroy immediately after Cut-off
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
06/14/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
07/16/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
07/17/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/17/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/20/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist