

## Request for Records Disposition Authority

Records Schedule Number DAA-0060-2011-0010  
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 Criminal Division  
Minor Subdivision Office of the Assistant Attorney General  
Schedule Subject FRONT OFFICE TRACKING SYSTEM (FOTS)  
Internal agency concurrences will be provided No

Background Information FOTS is designed to track documents which originate from within the Criminal Division and must be reviewed and approved by personnel in the Office of the Assistant Attorney General (AAG) of the Criminal Division, known as the "Front Office". It provides the following major features: tracks documents sent to the Front Office, automates manual processes, generates pending and overdue reports, generates workload statistics, and stores records in a central searchable repository.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0010

Sequence Number	
1	<b>Master File</b> Disposition Authority Number DAA-0060-2011-0010-0002

### Records Schedule Items

Sequence Number	
1	<p data-bbox="371 409 1538 451"><b>Master File</b></p> <p data-bbox="371 462 1538 504">Disposition Authority Number      DAA-0060-2011-0010-0002</p> <p data-bbox="371 514 1538 766">The database contains data related to tracking correspondence, which originate from within the Criminal Division and must be reviewed and approved by personnel in the Office of the Assistant Attorney General (AAG), including the scanned image of the correspondence with accompanying cover sheet data field include Item ID Deciding Official Submitted by (name) Assigned to (name) Date Submitted Status Document Type Action Resolution Date Subject/Reference Name Priority Due Date Last Comment Date Days Overdue</p> <p data-bbox="371 777 1538 819">Final Disposition                      Temporary</p> <p data-bbox="371 829 1538 871">Item Status                              Active</p> <p data-bbox="371 882 1538 924">Is this item media neutral?          Yes</p> <p data-bbox="371 934 1538 1060">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 data-bbox="371 1071 1538 1176">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="371 1197 1538 1239"><b>Disposition Instruction</b></p> <p data-bbox="371 1249 1538 1291">Cutoff Instruction                      Cut off at the end of the AAG's tenure</p> <p data-bbox="371 1302 1538 1344">Retention Period                        Destroy 15 year(s) after cutoff</p> <p data-bbox="371 1375 1538 1417"><b>Additional Information</b></p> <p data-bbox="371 1428 1538 1470">GAO Approval                            Not Required</p>

### 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
06/23/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/07/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	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 Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist