

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Master File Disposition Authority Number DAA-0060-2011-0010-0002

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2011-0010-0002</p> <p>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>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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the AAG's tenure</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>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