

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2011-0016**  
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               **Office of Tribal Justice**  
Schedule Subject                 **Records of the Office of Tribal Justice**  
Internal agency concurrences will be provided    **No**

Background Information         **The Office of Tribal Justice ensures that the Department of Justice (DOJ) and its components work with Indian tribes on a government-to-government basis, ensures internal uniformity of DOJ policies and litigation positions relating to Indian country, and coordinates with other federal agencies and with state and local governments on their initiatives in Indian country.**

**The major functions of OTJ are to**

- **Serve as the principal liaison for federally recognized tribal governments and tribal organizations,**
- **Facilitate the resolution of requests submitted to the Attorney General from tribal governments for the reassumption of federal jurisdiction,**
- **Serve as the program and legal policy advisor to the Attorney General with respect to the treaty and trust relationship between the United States and Indian tribes,**
- **Coordinate DOJ's activities, policies, and positions relating to Indian tribes,**
- **Ensure that each component of DOJ has a documented, accountable process in place for consulting with Indian tribes,**
- **Ensure each consultation process is consistent with Executive Order 13175,**
- **Collaborate with federal and other government agencies to promote consistent, informed government-wide policies, operations, and initiatives related to Indian country**
- **Serve as a clearinghouse for coordination with other federal agencies on the development of policy or federal litigation positions involving Indians and Indian tribes**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	3	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0016

Sequence Number	
1	Issue Files Disposition Authority Number DAA-0060-2011-0016-0001
2	Requests for Federal Jurisdiction Disposition Authority Number DAA-0060-2011-0016-0002
3	Events Disposition Authority Number DAA-0060-2011-0016-0003
4	Consultations Disposition Authority Number DAA-0060-2011-0016-0004
5	Working Groups Disposition Authority Number DAA-0060-2011-0016-0005
6	Tribal Nations Leadership Council Disposition Authority Number DAA-0060-2011-0016-0006

Records Schedule Items

Sequence Number	
1	<p><b>Issue Files</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0016-0001</b></p> <p><b>Records pertaining to tribes or issues affecting Indian tribes for which OTJ is asked to provide input, categorized alphabetically by subject and chronologically within the subject file. These records include reviews of draft legislation, program development, reviews of litigating positions, draft testimony, etc</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at end of calendar year after issue is resolved or reference use has ceased</b></p> <p>Retention Period                      <b>Destroy 8 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Requests for Federal Jurisdiction</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0016-0002</b></p> <p><b>Records pertaining to requests by Indian tribes for reassumption of concurrent Federal jurisdiction. These records will include requests from tribes, internal analysis of requests by OTJ and other affected components, additional research associated with analysis of the request, consultation with requesting tribes, notices to the Federal Register, and final decisions by the Attorney General or designee</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>

3

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar year after the Attorney General's decision is rendered

Transfer to the National Archives for Accessioning                      Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?                      Unknown  
Will be determined by the date of event

How frequently will your agency transfer these records to the National Archives?                      Unknown  
Will be determined by the date of event

**Events**

Disposition Authority Number                      DAA-0060-2011-0016-0003

Records pertaining to events, categorized alphabetically by subject and chronologically within the subject file (e.g., Conferences, Heritage Month Programs, Listening Sessions, Tribal Law and Order Outreach, etc.) These records include correspondence and documentation relating to the organization of an event, as well as attendance records and, if OTJ is the lead agency, meeting minutes or notes. These records do not include meetings or events associated with advisory committees or working groups.

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?                      No

**Disposition Instruction**

Cutoff Instruction                      Cut off at end of calendar year after consultation or event

Retention Period                      Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval                      Not Required

**Consultations**

4

Disposition Authority Number **DAA-0060-2011-0016-0004**

**Records pertaining to consultations, categorized alphabetically by subject. These records include correspondence and documentation relating to the certification and organization of a consultation as well as attendance records and, if OTJ is the lead agency, meeting minutes or notes. These records do not include consultations associated with requests for Federal jurisdiction or Department-level policies originated by OTJ.**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year**

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

**Additional Information**

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

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

**Working Groups**

Disposition Authority Number **DAA-0060-2011-0016-0005**

**Records pertaining to working groups for which OTJ serves as a lead, categorized alphabetically by subject and chronologically within the subject file (e.g., the DOJ Drug Endangered Children Working Group, the Information Sharing Environment Working Group, the Tribal Crime Data Collection Team, etc.) These records include membership information, key correspondence, documents relating to meeting or event organization including funding and travel, meeting minutes, and working documents related to any reports being developed by the committee or group.**

Final Disposition **Temporary**

Item Status **Active**

5

6

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 Cut off at end of calendar year after committee or working group is disestablished

Retention Period Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Tribal Nations Leadership Council**

Disposition Authority Number DAA-0060-2011-0016-0006

Records pertaining to the meetings and the management of the Attorney General's Tribal Nations Leadership Council. These records include the founding charter, membership information, documents related to meeting organization including funding and travel, and meeting minutes, as well as any materials provided to the Council outside of the biannual in-person meetings

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? No

**Disposition Instruction**

Cutoff Instruction Cut off at the end of each calendar year.

Transfer to the National Archives for Accessioning Initial transfer to NARA 15 years after the OTJ records schedule is approved, and every 5 years thereafter

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown depends on when schedule is approved

How frequently will your agency transfer these records to the National Archives? Every 5 Years

## 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
09/01/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
02/13/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/04/2013	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/04/2013	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/05/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
06/11/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/11/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist