

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2011-0021**

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                **Civil Rights Division**

Minor Subdivision                **Administrative Section**

Schedule Subject                 **Language Survey System**

Internal agency concurrences will be provided      **No**

Background Information            **This system is an internal voluntary survey provided to new employees to determine language aptitude in languages other than English**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2011-0021

Sequence Number
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1
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<b>Master File</b>
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Disposition Authority Number DAA-0060-2011-0021-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0021-0001</b></p> <p>The system contains Survey questioners and answers SURVEY_ID to store unique survey QUESTION_ID to store unique questions ANSWER_ID to identify answer RESPONSE_ID to identify response</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>This is a master file of an electronic information system</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff when employee leaves Civil Rights division</b></p> <p>Retention Period                         <b>Destroy 1 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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
09/26/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
08/23/2012	Return for Revision	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
09/24/2012	Submit For Certification	Patrice Davis	Records Management Specialist	Justice Management - Office of Records Management and Policy
09/24/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/07/2013	Submit for Concurrence	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/08/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist