

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 |  |
|-----------------|--|
| 1               | <b>Master File</b>                                   |
|                 | Disposition Authority Number DAA-0060-2011-0021-0001 |

## 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                                  |