

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2011-0025**
 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 **OSC Electronic Mail Tracking System (OSC EMTS)**
 Internal agency concurrences will be provided **No**

Background Information **The system tracks OSC's deadlines for sending mails at various point or time of OSC's cases The system has a link to ICM database to read initial data to calculate future due dates**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2011-0025

Sequence Number	
1	Master File Disposition Authority Number DAA-0060-2011-0025-0002

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2011-0025-0002</p> <p>tracking OSC's deadlines for sending mails at various point or time of OSC's cases Data fields include Mailing Contact information, Mailing due dates and actual dates One record is created for each of the future due dates CHRG_ID is the unique primary key to identify records with due dates</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is a master file of an electronic information system</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 when data is 6 years old</p> <p>Retention Period Destroy immediately 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
09/26/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
06/12/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
06/21/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/21/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/22/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist