

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="384 427 541 459"><b>Master File</b></p> <p data-bbox="384 480 1169 512">Disposition Authority Number      <b>DAA-0060-2011-0025-0002</b></p> <p data-bbox="384 534 1496 676">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 data-bbox="384 697 938 729">Final Disposition                      <b>Temporary</b></p> <p data-bbox="384 751 877 783">Item Status                              <b>Active</b></p> <p data-bbox="384 804 832 836">Is this item media neutral?          <b>No</b></p> <p data-bbox="384 857 1438 921">Explanation of limitation            <b>This is a master file of an electronic information system</b></p> <p data-bbox="384 942 849 1064">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 data-bbox="384 1085 849 1170">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="384 1208 695 1240"><b>Disposition Instruction</b></p> <p data-bbox="384 1261 1224 1293">Cutoff Instruction                      <b>Cut off when data is 6 years old</b></p> <p data-bbox="384 1315 1229 1347">Retention Period                        <b>Destroy immediately after cutoff</b></p> <p data-bbox="384 1389 690 1421"><b>Additional Information</b></p> <p data-bbox="384 1442 976 1474">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
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