

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0009**
 Schedule Status **Modified Approved Version**

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 Legal Policy**
 Schedule Subject **Judicial Nominations Files**
 Internal agency concurrences will be provided **No**

Background Information **Under Title 28 of the Code of Federal Regulations, the Office of the Attorney General (OAG) is responsible for preparing recommendations for Presidential appointments to judicial positions OLP works with OAG in advising the President on nominations for Article III judgeships. After the President has submitted a nomination to the Senate, OLP works with the White House and the Senate Judiciary Committee in securing the nominee’s confirmation. The nomination and confirmation process takes place in three discrete stages: 1) the process by which the President selects a candidate as a potential nominee, 2) the process by which the potential nominee is selected as the nominee for a specified vacancy, and 3) the process by which the President’s nominee is confirmed and appointed.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0009

Sequence Number	
1	Files of Candidates Who Are Not Nominated Disposition Authority Number DAA-0060-2012-0009-0001
2	Files of Nominees Who Are Not Confirmed Disposition Authority Number DAA-0060-2012-0009-0002
3	Files On Confirmed Federal Judges Disposition Authority Number DAA-0060-2012-0009-0003

Records Schedule Items

Sequence Number	
1	<p>Files of Candidates Who Are Not Nominated</p> <p>Disposition Authority Number DAA-0060-2012-0009-0001</p> <p>Records relating to potential candidates suggested by the White House or Members of Congress, but are ultimately not nominated or selected. Records may include lists of names, documents reflecting scheduling, interview notes, documents reflecting deliberations as to strategy in nominating the individual, final and draft copies of Senate Questionnaires, FBI background files, assessments of whether the individual should be nominated, copies of nominations forms and the Attorney General cover letters that accompany them, copies of resumes, AAG memoranda transmitting the nomination forms and related documents to the Attorney General.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when a decision is made not to nominate the candidate</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Files of Nominees Who Are Not Confirmed</p> <p>Disposition Authority Number DAA-0060-2012-0009-0002</p> <p>Files on individuals who are nominated by the President but ultimately are not commissioned as a United States Judge. Records may include documents reflecting scheduling, interview notes, documents reflecting deliberations as to strategy in nominating the individual, final and draft copies of Senate Questionnaires, FBI background files, assessments of whether the individual should be nominated, copies of nominations forms and the Attorney General cover letters that accompany them, copies of resumes, and American Bar Association</p>

(ABA) rating letters NOTE Letters in support or opposition are not retained with the Nomination Files

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

GRS or Superseded Authority Citation NC1-060-81-006, Item 2b

Disposition Instruction

Cutoff Instruction Cut off when the nomination is returned to the President and a decision is made not to re-nominate the candidate

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Files On Confirmed Federal Judges

Disposition Authority Number DAA-0060-2012-0009-0003

Files on individuals who are confirmed as Federal judges Records may include Appointment records, oaths of office, copies of Senate confirmation documentation, copies of the Commission that is sent to the confirmed judge with a cover letter from the Attorney General, copies of tax checks and credit reports waivers, FBI background files, White House waivers, copies of resumes, copies of Senate Questionnaires, copies of Financial Disclosure Reports that are sent to the Administrative Office of the U.S Courts, Medical Reports, and nominations files of confirmed individuals that are maintained by the Nominations Counsel NOTE Drafts, extra copies, and copies of enclosures to the Senate Questionnaire, which consist generally of publicly available materials such as speeches or judicial opinions, are destroyed/deleted upon confirmation

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

3

GRS or Superseded Authority Citation **NC1-060-81-006, Items 1, 2a and 3**

Disposition Instruction

Cutoff Instruction **Cut off upon Confirmation**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 60 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Records date back to at least the mid 1800's
Records up to 1952 will be in the initial NARA accession**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	500 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
02/01/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
07/16/2012	Return for Revision	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
08/16/2012	Submit For Certification	Patrice Davis	Records Management Specialist	Justice Management - Office of Records Management and Policy
08/20/2012	Return to Submitter	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
08/20/2012	Submit For Certification	Patrice Davis	Records Management Specialist	Justice Management - Office of Records Management and Policy
08/20/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/07/2013	Submit for Concurrence	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/08/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/08/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

03/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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