

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0012**
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 **Justice Management Division**
Minor Subdivision **Consolidated Executive Office**
Schedule Subject **Senior Leadership Personnel Rosters**
Internal agency concurrences will be provided **No**

Background Information **Personnel Rosters are used to record the onboard status of federal employees assigned to the Offices of the Attorney General, Deputy Attorney General and Associate Attorney General**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2012-0012

| Sequence Number | |
|-----------------|---|
| 1 | Senior Leadership Personnel Rosters Disposition Authority Number DAA-0060-2012-0012-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="379 415 900 447">Senior Leadership Personnel Rosters</p> <p data-bbox="379 468 1169 499">Disposition Authority Number DAA-0060-2012-0012-0001</p> <p data-bbox="379 520 1468 625">Personnel Rosters are used to record the onboard status of federal employees assigned to the Offices of the Attorney General, Deputy Attorney General and Associate Attorney General</p> <p data-bbox="379 646 938 678">Final Disposition Temporary</p> <p data-bbox="379 699 875 730">Item Status Active</p> <p data-bbox="379 751 845 783">Is this item media neutral? Yes</p> <p data-bbox="379 804 845 919">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 data-bbox="379 940 834 1035">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="379 1066 690 1098">Disposition Instruction</p> <p data-bbox="379 1119 1379 1150">Cutoff Instruction Cut off at the end of the AG Administration</p> <p data-bbox="379 1171 1192 1203">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="379 1245 690 1276">Additional Information</p> <p data-bbox="379 1297 977 1329">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 |
|------------|------------------------|------------------|---|--|
| 03/01/2012 | Certify | Curt Francisco | Records Manager | JMD - OoRMP |
| 07/24/2012 | Submit for Concurrency | Erin Cayce | Appraiser | National Archives and Records Administration - Records Management Services |
| 07/25/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 07/25/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/15/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |