

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2012-0013**  
 Schedule Status                      **Approved**

Agency or Establishment              **Department of Justice**  
 Record Group / Scheduling Group    **General Records of the Department of Justice**  
 Records Schedule applies to          **Department-wide**  
 Schedule Subject                      **Attorney General Weekly Reports**  
 Internal agency concurrences will be provided      **No**

Background Information              **Reports summarizing the activities, achievements, and upcoming events of the Department of Justice. These reports focus on the issues, challenges, and major deadlines and contain the following information**

- Upcoming court deadlines in cases pertaining major legal or policy issues
- Expected legislative or policy developments, including upcoming congressional testimony, major congressional activity on legislation, or rulemaking
- Steps to improve Department operations and transparency
- Planned releases of studies or reports
- Significant deadlines or developments in interagency processes
- Public events
- Anticipated press coverage
- Significant accomplishments of the current and upcoming weeks
- Other items of importance//interest to Department leadership

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0060-2012-0013

Sequence Number	
1	Component Submission
1 1	Component Copy Disposition Authority Number DAA-0060-2012-0013-0001
1 2	Feeder Reports Disposition Authority Number DAA-0060-2012-0013-0002
2	Attorney General Weekly Report Disposition Authority Number DAA-0060-2012-0013-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Component Submission</b> Each component of the Department is required to submit a weekly report electronically to the DOJ office charged with compiling the report</p>
1 1	<p><b>Component Copy</b></p> <p>Disposition Authority Number      <b>DAA-0060-2012-0013-0001</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of calendar year</b></p> <p>Retention Period                         <b>Destroy 3 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
1 2	<p><b>Feeder Reports</b></p> <p>Disposition Authority Number      <b>DAA-0060-2012-0013-0002</b></p> <p><b>Feeder reports maintained by component/office compiling AG Weekly Report</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</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>No</b></p>

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**Disposition Instruction**

Cutoff Instruction                      **Cut off at end of calendar year**  
Retention Period                         **Destroy 3 year(s) after cutoff**

**Additional Information**

GAO Approval                              **Not Required**

**Attorney General Weekly Report**

Disposition Authority Number         **DAA-0060-2012-0013-0003**

**A compilation of all component reports maintained by the office compiling the report. Copies are forwarded to the senior leadership offices (Office of the Attorney General, Office of the Deputy Attorney General, and Office of the Associate Attorney General)**

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?         **Yes**

Do any of the records covered by this item exist as structured electronic data?                             **No**

**Disposition Instruction**

Cutoff Instruction                         **Cut off at the end of the AG Administration**  
Transfer to the National Archives for Accessioning         **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?                         **Unknown**  
**Will be determined during appraisal**

How frequently will your agency transfer these records to the National Archives?                         **Unknown**  
**15 years after the end of each AG Administration**

## 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
10/24/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/15/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/15/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/19/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist