

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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