

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2012-0016  
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                Access to Justice  
Schedule Subject                 Access to Justice Records  
Internal agency concurrences will be provided      No

Background Information            The U S Department of Justice established the Access to Justice Initiative (ATJ) in March 2010 to address the access-to-justice crisis in the criminal and civil justice system ATJ's mission is to help the justice system efficiently deliver outcomes that are fair and accessible to all, irrespective of wealth and status The Initiative's staff works within the Department of Justice, across federal agencies, and with state, local, and tribal justice system stakeholders to increase access to counsel and legal assistance and to improve the justice delivery systems that serve people who are unable to afford lawyers ATJ is guided by three principles

- Promoting Accessibility — eliminating barriers that prevent people from understanding and exercising their rights
- Ensuring Fairness — delivering fair and just outcomes for all parties, including those facing financial and other disadvantages
- Increasing Efficiency — delivering fair and just outcomes effectively, without waste or duplication

To translate these principles into action, ATJ pursues strategies to leverage and better allocate justice resources, and works to

- Advance new statutory, policy, and practice changes that support development of quality indigent defense and civil legal aid delivery systems at the state and federal level,
- Promote less lawyer-intensive and court-intensive solutions to legal problems, and
- Expand research on innovative strategies to close the gap between the need for, and the availability of, quality legal assistance

This schedule excludes

Administrative records of the Access to Justice Office which are temporary in nature and covered by the General Records Schedule,

Materials determined to be personal which must be filed separately  
from ATJ official business material

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2012-0016

Sequence Number	
1	Access to Justice Issue Files Disposition Authority Number DAA-0060-2012-0016-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Access to Justice Issue Files</b></p> <p>Disposition Authority Number      <b>DAA-0060-2012-0016-0003</b></p> <p><b>Records pertaining to short and long term issues including letters, speeches, talking points, blogs, published reports, Access to Justice sponsored meetings and events, memorandum, project files and other working papers documenting program activities relating to involvement with stakeholders</b></p> <p>Final Disposition                      <b>Permanent</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>Cutoff at the end of the presidential administration</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2008 To 2012</b></p> <p>How frequently will your agency transfer these records to the National Archives?              <b>Every 15 Years</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
04/13/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
08/21/2012	Return for Revision	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
08/21/2012	Submit For Certification	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
08/21/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
11/08/2012	Submit for Concurrence	Rebekah Meservy	Sr Records Analyst	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