

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0018**
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 **Office of Legal Policy**
Schedule Subject **Appointment Rosters**
Internal agency concurrences will be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0018

Sequence Number

1

Appointment Registers

Disposition Authority Number DAA-0060-2012-0018-0001
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Records Schedule Items

Sequence Number														
1	<p>Appointment Registers</p> <p>Disposition Authority Number DAA-0060-2012-0018-0001</p> <p>Original bound volumes and binders which contain handwritten presidential appointments of judges, marshalls, attorneys, and other miscellaeouse positions</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records only exist as bound hard copies</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 volume is full (usually 10 years)</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1789</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1789 To 2002</p> <p>How frequently will your agency transfer these records to the National Archives? Every 10 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper			Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital														
Paper														
Microform														

Hardcopy or Analog Special Media	35 bound volumes and binders	less than one volume
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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
08/16/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
10/24/2012	Submit for Concurrence	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
10/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/25/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist