

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2012-0023  
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 Bar Certification Forms  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2012-0023

Sequence Number
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1
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Attorney Bar Certification Forms Disposition Authority Number DAA-0060-2012-0023-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="368 410 816 446"><b>Attorney Bar Certification Forms</b></p> <p data-bbox="368 463 1158 500">Disposition Authority Number      DAA-0060-2012-0023-0001</p> <p data-bbox="368 517 1496 697">Forms, completed annually by Department attorneys certifying that they are active members of at least one bar, maintained by the component for which the attorney is employed Also includes the component's copy of the consolidated bar certification forwarded to the Office of Attorney Recruitment and Management (OARM)</p> <p data-bbox="368 715 926 751">Final Disposition                      Temporary</p> <p data-bbox="368 768 860 804">Item Status                              Active</p> <p data-bbox="368 821 832 857">Is this item media neutral?          Yes</p> <p data-bbox="368 874 819 995">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 data-bbox="368 1029 678 1066"><b>Disposition Instruction</b></p> <p data-bbox="368 1087 1301 1123">Cutoff Instruction                      Cut off at the end of the calendar year</p> <p data-bbox="368 1140 1199 1176">Retention Period                        Destroy 10 year(s) after cut off</p> <p data-bbox="368 1210 674 1247"><b>Additional Information</b></p> <p data-bbox="368 1268 959 1304">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
09/10/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/04/2013	Submit for Concurrency	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist