

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0025
 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 Counsel
 Schedule Subject OLC IQ
 Internal agency concurrences will be provided No

Background Information The Office of Legal Counsel uses the OLC IQ system to control, track and store unclassified correspondence and requests from Congress, the White House and federal agencies regarding legal advice on various legal matters and disputes. By creating a workflow for each piece of correspondence which requires a response, it allows tracking when the matter arrived in OLC, which Deputy is assigned, and what the status of the matter is. By entering step notes, it allows tracking the current status and any activity regarding the matter. This schedule covers unclassified correspondence only.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0025

Sequence Number	
1	Master File Disposition Authority Number DAA-0060-2012-0025-0001

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2012-0025-0001</p> <p>The IQ system contains unclassified incoming and outgoing correspondence requested from and given to the White House, Congress and various federal agencies pertaining to legal matters and disputes. Once a workflow is created, the matter is assigned to a Deputy and an attorney advisor. The data fields which are pertinent to OLC are as follows: To From Subject Description Date Received/Date Signed Attorney/Deputy Assigned Step Notes</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to NARA in 5 year blocks when most recent records are 30 years old</p> <p>Additional Information</p> <p>First year of records accumulation 1994</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1994 To 2007</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</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	Return to Submitter	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
09/24/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/12/2013	Submit for Concurrence	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/29/2013	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/01/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/06/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/13/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist