

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0027
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 Civil Rights Division
Minor Subdivision Administration Section
Schedule Subject Customer Feedback Survey System
Internal agency concurrences will be provided No

Background Information This is a voluntary internal survey provided to employees who were assisted by the Management and Administrative section, and used to determine the quality of the service provided

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2012-0027

| Sequence Number | |
|-----------------|---|
| 1 | Master File Disposition Authority Number DAA-0060-2012-0027-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="360 405 516 434">Master File</p> <p data-bbox="360 457 1138 487">Disposition Authority Number DAA-0060-2012-0027-0001</p> <p data-bbox="360 510 1487 615">The system contains survey questions and answers SURVEY_ID to store unique survey QUESTION_ID to store unique questions ANSWER_ID to identify answers RESPONSE_ID to identify responses</p> <p data-bbox="360 636 911 665">Final Disposition Temporary</p> <p data-bbox="360 686 846 716">Item Status Active</p> <p data-bbox="360 737 802 766">Is this item media neutral? No</p> <p data-bbox="360 787 1406 858">Explanation of limitation This is a master file of an electronic information system</p> <p data-bbox="360 879 818 997">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 data-bbox="360 1018 818 1110">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="360 1142 662 1171">Disposition Instruction</p> <p data-bbox="360 1192 1362 1222">Cutoff Instruction Cutoff calendar year answers were received</p> <p data-bbox="360 1243 1154 1272">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="360 1316 659 1346">Additional Information</p> <p data-bbox="360 1373 943 1402">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 |
|------------|------------------------|-----------------|---|--|
| 09/24/2012 | 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 |
| 03/05/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 03/05/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 03/08/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |