

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0060-2012-0027-0001</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is a master file of an electronic information system</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 calendar year answers were received</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>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