

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2013-0001**

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 Index Cards**

Internal agency concurrences will be provided **No**

Background Information **These files contain index cards as a finding aid to the judicial appointment records maintained by the Office of Legal Policy**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2013-0001

Sequence Number	
1	Incumbant Cards Disposition Authority Number DAA-0060-2013-0001-0001
2	Retired Cards Disposition Authority Number DAA-0060-2013-0001-0002

Records Schedule Items

Sequence Number														
1	<p>Incumbant Cards</p> <p>Disposition Authority Number DAA-0060-2013-0001-0001</p> <p>Discontinued index card system used to track the status of sitting judges for circuit, state, and senior judicial positions</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are on note cards, in paper format only</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>Transfer to the National Archives for Accessioning Discontinued series Transfer to the National Archives immediately</p> <p>Additional Information</p> <p>First year of records accumulation 1970</p> <p>End year of records accumulation 2009</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1970 To 2009</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer, records are no longer created</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>2 Cubic feet</td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	2 Cubic feet		Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital														
Paper	2 Cubic feet													
Microform														

2

Hardcopy or Analog Special Media		
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Retired Cards

Disposition Authority Number **DAA-0060-2013-0001-0002**

Discontinued index cards that track retired or resigned judicial appointments

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are on index cards and only maintained in paper**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Discontinued series, transfer to National Archives immediately**

Additional Information

First year of records accumulation **1789**

End year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 1789 To 2009**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time transfer Records are no longer created**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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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
11/01/2012	Return to Submitter	Deborah Allen	Assistant Director, ORMP	Justice Management Division - Office of Records Management Policy
01/14/2013	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
04/17/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
04/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/20/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist