

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2013-0005
Schedule Status Returned Without Action

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Agency-wide
Schedule Subject U.S. Department of Justice Assistant Attorneys General
Internal agency concurrences will be provided No

Background Information Assistant Attorneys General (AAG) for the Department of Justice are senior managers with oversight and management responsibility for the mission of their components. In the course of their work they oversee operations and management of the component as well as development and implementation of policies, processes, decisions, and actions that support the component mission functions.

The following DOJ components, led by an AAG, are covered by this schedule:

Antitrust Division (ATR)
Civil Division (CIV)
Civil Rights Division (CRT)
Criminal Division (CRM)
Environment and Natural Resources Division (ENRD)
Tax Division (Tax)
Office of Legislative Affairs (OLA)
Office of Justice Programs (OJP)
Justice Management Division (JMD)

Office of Legal Policy (OLP)
Office of Legal Counsel (OLC)
National Security Division (NSD)

NOTE: This schedule includes records of the AAGs and the component program staff members that report directly to the AAG. For OLP, OLC and NSD this also includes records of specific additional senior level program staff. This schedule includes separate transfer instructions for the records of the AAG and senior leadership of OLC and NSD.

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0060-2013-0005

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

Outline of Records Schedule Items for DAA-0060-2013-0005

Sequence Number	
1	Records of the Assistant Attorneys General and Program Staff Direct Reports Disposition Authority Number: DAA-0060-2013-0005-0001
2	OLP and NSD Leadership Program Records Disposition Authority Number: DAA-0060-2013-0005-0002
3	OLC Records of the AAG and Senior Leadership Disposition Authority Number: DAA-0060-2013-0005-0003
4	Electronic Mail (email) records Disposition Authority Number: DAA-0060-2013-0005-0004

Records Schedule Items

Sequence Number					
1	<p data-bbox="351 389 1544 425">Records of the Assistant Attorneys General and Program Staff Direct Reports</p> <p data-bbox="351 442 1544 478">Disposition Authority Number DAA-0060-2013-0005-0001</p> <p data-bbox="351 495 1544 1308">This series includes records of the AAG and any program staff that report directly to the AAG for all components with an AAG except OLC, OLP and NSD. These include records documenting: • Programs, projects, activities, policies, decisions, organization, operations, internal administration, and a variety of subjects related to the responsibilities of the U.S. Department of Justice AAGs. • Official calendars, appointment books, schedules, travel records, itineraries, record copies of briefing books, logs used to track activities or serve as finding aids, subject files relating to specific activities, assignments, or actions taken, official invitations, drafts of documents (including correspondence, memoranda, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies, final copies of speeches delivered in an official capacity, and final copies of testimony presented as an official Departmental representative. • Meeting agendas and minutes, contained within the files of the AAG, where AAG's Office or Division is the lead or host (to include annotated copies as well as substantive drafts), annotated copies of meeting agendas and minutes regardless of which agency is the lead or host, handwritten meeting notes where specific guidance, direction, or tasking is memorialized, and any other records which document evidence of decisions, provide specific guidance, direction or tasking, documents meetings, appointments, events, telephone calls, trips, visits, and other activities of these officials that contain unique substantive information that document or relate to official program or mission related activities.</p> <p data-bbox="351 1325 1544 1361">Final Disposition Permanent</p> <p data-bbox="351 1378 1544 1415">Item Status Withdrawn</p> <p data-bbox="351 1432 1544 1468">Is this item media neutral? Yes</p> <p data-bbox="351 1485 1544 1617">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="351 1634 1544 1723">Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" data-bbox="351 1766 1544 1872"><thead><tr><th data-bbox="351 1766 949 1808">Manual Citation</th><th data-bbox="949 1766 1544 1808">Manual Title</th></tr></thead><tbody><tr><td data-bbox="351 1808 949 1872">102.01 and 103.01</td><td data-bbox="949 1808 1544 1872"></td></tr></tbody></table> <p data-bbox="351 1904 1544 1940">GRS or Superseded Authority N1-060-93-18, Items 1 and 2</p> <p data-bbox="351 1940 1544 1976">Citation N1-060-90-9</p>	Manual Citation	Manual Title	102.01 and 103.01	
Manual Citation	Manual Title				
102.01 and 103.01					

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0060-2013-0005

N1-060-83-7, Items 1 and 2
N1-060-88-7
N1-060-89-10, Item 1a
N1-060-01-1, Items 1a, b, c and 2
NC1-423-85-1, Item 201-1
N1-060-88-9, Item 1
N1-060-96-6
N1-060-02-3, Item 1
N1-060-91-5, Item 1

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

These disposition instructions apply to the following DOJ components only: Antitrust Division (ATR) Civil Division (CIV) Civil Rights Division (CRT) Criminal Division (CRM) Environment and Natural Resources Division (ENRD) Tax Division (Tax) Office of Legislative Affairs (OLA) Office of Justice Programs (OJP) Justice Management Division (JMD)

Cutoff Instruction

Cut off at the end of the individual's tenure.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Date span will depend on individual tenures.

How frequently will your agency transfer these records to the National Archives?

Unknown
Will depend on individual tenures.

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OLP and NSD Leadership Program Records

Disposition Authority Number DAA-0060-2013-0005-0002

For OLP and NSD, records of the AAG and senior level staff. These include the types of documentation as detailed in item 1, but for additional senior level staff. The following are considered senior leadership for these components: OLP: Records of the Assistant Attorney General and senior level staff (Principal Deputy Assistant Attorney General, Deputy Assistant Attorneys General, and Counselor to the Assistant Attorney General) NSD: Records of the Assistant Attorney General, Senior Level Staff (Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, and Special Counsels)

Final Disposition

Permanent

Item Status

Withdrawn

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

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Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-60-10-34
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	These disposition instructions apply to NSD
Cutoff Instruction	Cut off at end of individual's tenure.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown will vary depending on individual tenures
How frequently will your agency transfer these records to the National Archives?	Unknown will vary depending on individual tenures
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	These disposition instructions apply to records of OLP.
Cutoff Instruction	Cut off at end of individual's tenure.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Will vary depending on individual's tenures
How frequently will your agency transfer these records to the National Archives?	Unknown will vary depending on individual's tenures.

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OLC Records of the AAG and Senior Leadership

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0060-2013-0005

Disposition Authority Number DAA-0060-2013-0005-0003

These include the types of documentation as detailed in item 1, but for additional senior level staff. The following are considered senior leadership for this component: Records of the Assistant Attorney General, Senior Level Staff (Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, Special Counsels, Senior Counsels, and Attorney Advisers

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

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

GRS or Superseded Authority Citation N1-060-10-31 item 1

Disposition Instruction

Cutoff Instruction Cutoff at the end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 30 year(s) after Cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
will be determined before first transfer

How frequently will your agency transfer these records to the National Archives? Every 5 Years

4

Electronic Mail (email) records

Disposition Authority Number DAA-0060-2013-0005-0004

Email (including attachments) related to the mission of the Department created and received by an Assistant Attorney General (AAG) and program staff that report directly to the AAG or other named senior leadership as detailed in the above items.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? No

WITHDRAWN - RETURNED WITHOUT ACTION

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Explanation of limitation This item is limited to email and electronic communications.

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

Manual Citation	Manual Title
102.02	

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

These disposition instructions apply to the following DOJ components only: Antitrust Division (ATR) Civil Division (CIV) Civil Rights Division (CRT) Criminal Division (CRM) Environment and Natural Resources Division (ENRD) Tax Division (Tax) Office of Legislative Affairs (OLA) Office of Legal Policy (OLP) Office of Justice Programs (OJP) Justice Management Division (JMD)

Cutoff Instruction Cut off at the end of the individual's tenure.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Will depend on the individual tenures

How frequently will your agency transfer these records to the National Archives? Unknown
Will depend on the individual tenures

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

These disposition instructions apply to the following DOJ components: Office of Legal Counsel (OLC) National Security Division (NSD)

Cutoff Instruction Cut off at the end of the individual's tenure.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

Additional Information

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What will be the date span of the initial transfer of records to the National Archives?

Unknown
Will depend on the individual tenures

How frequently will your agency transfer these records to the National Archives?

Unknown
Will depend on the individual tenures

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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
09/03/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
08/15/2016	Return Without Ac tion	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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