

## Request for Records Disposition Authority

Records Schedule Number DAA-0060-2013-0008

Schedule Status Approved

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 Information Quality Records

Internal agency concurrences will be provided No

Background Information Records maintained under the provisions of Section 515 of the Treasury and General Government Appropriations Act, Public Law 106-554, which requires Federal agencies to issue procedures to ensure and maximize the quality, utility, objectivity, and integrity of government information disseminated to the public.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2013-0008

Sequence Number	
1	Information Quality Program Records Disposition Authority Number: DAA-0060-2013-0008-0001
2	DOJ Information Quality Reports Disposition Authority Number: DAA-0060-2013-0008-0002
3	Requests for Corrections/Complaints Disposition Authority Number: DAA-0060-2013-0008-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Information Quality Program Records</b></p> <p>Disposition Authority Number     <b>DAA-0060-2013-0008-0001</b></p> <p><b>Records pertaining to the general administration of the DOJ Information Quality Program. Includes compliance with the information quality processes within DOJ components.</b></p> <p>Final Disposition                     <b>Temporary</b></p> <p>Item Status                             <b>Active</b></p> <p>Is this item media neutral?         <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                     <b>Cut off at the end of the calendar year.</b></p> <p>Retention Period                     <b>Destroy 3 year(s) after Cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                         <b>Not Required</b></p>
2	<p><b>DOJ Information Quality Reports</b></p> <p>Disposition Authority Number     <b>DAA-0060-2013-0008-0002</b></p> <p><b>Periodic and annual reports submitted annually to OMB concerning information quality activities, including reports on the completed peer review of information and assessments.</b></p> <p>Final Disposition                     <b>Temporary</b></p> <p>Item Status                             <b>Active</b></p> <p>Is this item media neutral?         <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                     <b>Cut off at the end of the calendar year.</b></p> <p>Retention Period                     <b>Destroy 7 year(s) after Cutoff</b></p>

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Additional Information

GAO Approval Not Required

Requests for Corrections/Complaints

Disposition Authority Number DAA-0060-2013-0008-0003

Records relating to the adjudication of Section 515 complaints received by DOJ. Records include, but are not limited to: formal communications to and from complainants; communication to and from program office(s) disseminating the information being challenged; documents detailing findings; and any other records pertinent to the appeal and/or resolution of Section 515 complaints.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off after final resolution of complaint.

Retention Period Destroy 7 year(s) after Cutoff

Additional Information

GAO Approval Not Required

### 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
08/22/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/24/2014	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/28/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist