

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2013-0010

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 Legislative Affairs

Schedule Subject Legislative Files

Internal agency concurrences will be provided No

Background Information

By delegation from the Attorney General, the Assistant Attorney General for the Office of Legislative Affairs (OLA) coordinates the Department's activities regarding federal legislation, manages its responses to congressional oversight, participates in the confirmation process for Department nominees, and supervises the Department's responses to constituent prompted congressional correspondence. OLA facilitates clearance of views on legislative matters within the Department and through the inter-agency process led by the Office of Management and Budget (OMB).

OLA maintains the Department's records regarding the clearance of and communications to Congress regarding legislation, which includes the Department's own legislative initiatives. In addition, OLA maintains records of prepared statements for congressional hearings, the portions of congressional hearing transcripts that pertain to the testimony of Department witnesses, and responses to questions for the record of congressional hearings on both legislative and non-legislative topics.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2013-0010

Sequence Number	
1	Cleared Positions Disposition Authority Number: DAA-0060-2013-0010-0001
2	Legislative History Files Disposition Authority Number: DAA-0060-2013-0010-0002

Records Schedule Items

Sequence Number

1

Cleared Positions

Disposition Authority Number **DAA-0060-2013-0010-0001**

Final OMB cleared positions, such as views letters, talking points, white papers, statements for the records of congressional hearings, responses to questions for congressional hearing records, legislation concerning which the Department had OMB cleared positions, and the Department's legislative proposals, whether or not transmitted to Congress formally or informally..

Final Disposition **Permanent**

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 **Cutoff at the end of each Congress**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after Cutoff**

Additional Information

First year of records accumulation **1995**

What will be the date span of the initial transfer of records to the National Archives? **From 1995 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	31 GB	
Paper		
Microform		

Hardcopy or Analog Special Media		
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2

Legislative History Files

Disposition Authority Number DAA-0060-2013-0010-0002

These consist of copies of bills, reports, testimony or hearing response development, and comments setting forth the Department's position. The files may include comments, correspondence, drafts, notes, and other background materials supporting the Department's communications on proposed legislation. They are arranged numerically by bill or other OLA assigned number within each Congress.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-060-91-8, item 1

Disposition Instruction

Cutoff Instruction Cutoff at the end of each Congress

Retention Period Destroy 6 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
10/22/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
06/24/2015	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/23/2015	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
07/23/2015	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/22/2015	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist