

## Request for Records Disposition Authority

Records Schedule Number           DAA-0060-2014-0004  
 Schedule Status                    Approved

Agency or Establishment           Department of Justice  
 Record Group / Scheduling Group   General Records of the Department of Justice  
 Records Schedule applies to       Department-wide  
 Schedule Subject                  Citizen/Public Correspondence  
 Internal agency concurrences will be provided   No

Background Information            Citizen or Public Correspondence is any correspondence of a general nature addressed to the Department from the general public. Public correspondence may be received either through formal mail channels, through email, or other methods of communication and may be received by a Component general mailbox or by/addressed to individual employees of the Department. Correspondence relating to a specific case or action is not considered public correspondence, but is filed and maintained with the appropriate case or action file.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2014-0004

Sequence Number	
1	Public Correspondence – No Response Disposition Authority Number: DAA-0060-2014-0004-0001
2	Public Correspondence – Response Required Disposition Authority Number: DAA-0060-2014-0004-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Public Correspondence – No Response</b></p> <p>Disposition Authority Number      <b>DAA-0060-2014-0004-0001</b></p> <p>No response correspondence includes two categories of correspondence: A.) Routine correspondence - Communications from the public that require no response. These include write-in campaigns, repeat writers, personal opinions on current events or personal experiences, informational or reference literature, etc. These may be routine complaints, commendations or other correspondence and may include anonymous communications, such as suggestion box comments. They may also include public correspondence received in error or addressed to another entity and copied to DOJ. These do not include any communications for which a Component takes action. B.) Referred information. Includes the original correspondence and acknowledgement and/or transmittals of inquiries and requests that are referred elsewhere. NOTE: Individual components should determine as a matter of policy the level of acknowledgement/notice of referral that for component business needs constitutes a formal/required response and must be retained for the longer retention under item 2. DOJ Components must maintain records for the full 1 year retention unless they provide ORMP written policy/practice indicating a shorter retention within the allowable range for this item.</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>GRS or Superseded Authority Citation      <b>N1-060-10-023 / 1 GRS 14, items 1, 2, and 5</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                        <b>Cut off at the end of the calendar year.</b></p> <p>Retention Period                         <b>Destroy no sooner than 3 months and no later than 1 year after cutoff.</b></p> <p>Additional Information</p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Public Correspondence – Response Required</b></p>

Disposition Authority Number      DAA-0060-2014-0004-0002

Communications from the public that require a response, but no formal action. Includes original communication and copy of response for routine inquiries for information such as photographs, publications, comments, complaints or commendations for which a standard form or other general response is generated. These records lack substantive historical or evidential value and require no policy decisions or administrative actions. Any correspondence for which additional actions are taken should be incorporated into appropriate case files or related records series.

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

GRS or Superseded Authority  
Citation                                  N1-060-10-023 / 1  
GRS 14, Items 1 and 5

Disposition Instruction

Cutoff Instruction                      Cut off at the end at the calendar year.

Retention Period                        Destroy 3 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
09/16/2014	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
01/14/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist