

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2014-0005

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 Feeder/Component Copies

Internal agency concurrences will be provided No

Background Information

Feeder records are records that originate in DOJ Components that the Component submits to another Component in response to an internal data call or for consolidation into an official Departmental response to an external data call, reporting requirement, or request. These items include the contributing Component copies only and do not include copies maintained in the office or Component responsible for consolidating or submitting the response or report.

NOTE: DOJ Components must use the longest retention in the range for each item on this schedule unless the Component submits to ORMP as written policy/practice standard retentions within the allowable range for each item on this schedule.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2014-0005

Sequence Number	
1	Mission Related Component Copies Disposition Authority Number: DAA-0060-2014-0005-0001
2	General Administrative Component Copies Disposition Authority Number: DAA-0060-2014-0005-0002

Records Schedule Items

Sequence Number	
1	<p>Mission Related Component Copies</p> <p>Disposition Authority Number DAA-0060-2014-0005-0001</p> <p>These are Component responses to internal data calls or Component input provided to another DOJ Component for consolidation or formal response that relate to Departmental mission activities. These include responses to request for component comment or opinion, law enforcement statistics provided for Departmental reporting purposes, requests and referrals for professional conduct reviews or Departmental representation, field reports to headquarters offices, and other similar records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off submitted materials annually (either at end of Calendar Year or Fiscal Year, depending on appropriate cycle of reporting).</p> <p>Retention Period Destroy between 5 year(s) and 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>General Administrative Component Copies</p> <p>Disposition Authority Number DAA-0060-2014-0005-0002</p> <p>Records submitted to an office in the Justice Management Division (JMD) in response to a recurring task or request such as budget submissions, performance goals, status reports, space utilization surveys, records management reports, and other similar type records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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?	No
Disposition Instruction	
Cutoff Instruction	Cut off submitted materials annually (either at end of Calendar Year or Fiscal Year, depending on appropriate cycle of reporting).
Retention Period	Destroy between 3 year(s) and 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
09/16/2014	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/22/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
12/29/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist