

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2015-0006
Schedule Status Modified Approved Version

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 U.S. Department of Justice Assistant Attorneys General Email
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 email 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2015-0006

Sequence Number	
1	Electronic Mail (email) records Disposition Authority Number: DAA-0060-2015-0006-0001

Records Schedule Items

Sequence Number					
1	<p>Electronic Mail (email) records</p> <p>Disposition Authority Number DAA-0060-2015-0006-0001</p> <p>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. For the specific Components listed below this also includes any additional senior level staff indicated. 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 and senior level staff (Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, and Special Counsels) OLC: Records of the Assistant Attorney General and senior level staff (Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, Special Counsels, Senior Counsels, and Attorney Advisers)</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This item is limited to email and electronic communications.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>102.02</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply</p> <p>These disposition instructions apply to the following DOJ components only: Antitrust Division (ATR) Civil Division (CIV) 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) Office of Legal Counsel (OLC) National Security Division (NSD)</p> <p>Cutoff Instruction Cut off at the end of the individual's tenure.</p>	Manual Citation	Manual Title	102.02	
Manual Citation	Manual Title				
102.02					

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 25 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: Civil Rights Division (CRT)

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

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
03/11/2015	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/09/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist