

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2016-0003
 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 Email from Non-Capstone Official Accounts
 Internal agency concurrences will be provided No

Background Information

The Department of Justice uses agency specific records control schedules to manage its permanent and temporary email. DOJ email management generally follows the NARA Capstone approach as set forth in NARA General Records Schedule (GRS) 6.1, Email Managed Under a Capstone Approach. The email of DOJ designated Capstone officials is covered by NARA approved records control schedules N1-060-10-036, Email Records of the Attorney General, Deputy Attorney General, and Associate Attorney General and their Program Staffs. DAA-0060-2015-0006, U.S. Department of Justice Assistant Attorneys General Email, DAA-0060-2015-0007, Email Records of the Heads of Components. N1-060-10-035, Electronic Mail Records of Administrative Staff for the Offices of the Attorney General, Deputy Attorney General, and Associate Attorney General schedules non-Capstone email and is specific to the DOJ Senior Leadership Offices. This schedule covers all other non-Capstone emails that are not associated with a related case or project. Emails identified as non-record, transitory, or personal and not related to DOJ business, follow the disposition set forth in General Records Schedule 5.2, Item 010. This schedule does not cover email created by the Federal Bureau of Investigation.

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2016-0003

| Sequence Number | |
|-----------------|--|
| 1 | Email From Non-Capstone Official Accounts Disposition Authority Number: DAA-0060-2016-0003-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="362 417 967 449">Email From Non-Capstone Official Accounts</p> <p data-bbox="362 470 1143 502">Disposition Authority Number DAA-0060-2016-0003-0001</p> <p data-bbox="362 523 1471 778">This item covers email records of individuals who are not designated as DOJ Capstone officials. This item does not apply to emails associated with a related case or project. DOJ Components covered by this item must use the longest retention in the range unless the Component submits to the Office of Records Management Policy (ORMP) their written policy and practice establishing standardized retentions within the retention range set by this schedule, which are appropriate for the Component's mission, business, and legal requirements.</p> <p data-bbox="362 800 919 832">Final Disposition Temporary</p> <p data-bbox="362 853 854 885">Item Status Active</p> <p data-bbox="362 906 805 938">Is this item media neutral? No</p> <p data-bbox="362 959 1081 991">Explanation of limitation Item covers email only.</p> <p data-bbox="362 1012 805 1129">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1161 667 1193">Disposition Instruction</p> <p data-bbox="362 1225 1492 1289">Retention Period Destroy between 3 year(s) and 7 year(s) after sent or received</p> <p data-bbox="362 1332 667 1364">Additional Information</p> <p data-bbox="362 1385 951 1417">GAO Approval Not Required</p> |

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 |
|------------|--------------------------|------------------|---|---|
| 05/04/2016 | Certify | Rebekah Meservy | Assistant Director of RIM Operations | Justice Management Division - Office of Records Mgt Policy |
| 10/12/2017 | Return for Revision | Lloyd Beers | Appraisal Archivist | National Archives and Records Administration - ACNR Records Management Services |
| 10/16/2017 | Submit For Certification | Rebekah Meservy | Assistant Director of RIM Operations | Justice Management Division - Office of Records Mgt Policy |
| 10/16/2017 | Certify | Rebekah Meservy | Assistant Director of RIM Operations | Justice Management Division - Office of Records Mgt Policy |
| 02/21/2018 | Submit for Concurrence | Lloyd Beers | Appraisal Archivist | National Archives and Records Administration - ACNR Records Management Services |
| 02/26/2018 | Return to Submitter | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/06/2018 | Submit for Concurrence | Lloyd Beers | Appraisal Archivist | National Archives and Records Administration - ACNR Records Management Services |
| 04/06/2018 | Concur | Rachel BanTonkin | Supervisory Archives Specialist | National Archives and Records Administration - ACR1 |
| 04/10/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |

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| 04/11/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |
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