

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2016-0004

Status: APPROVED
Date Approved: 05/04/2017

General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Bureau of Alcohol, Tobacco, Firearms and Explosives, Bureau of Prisons, Department of Justice, Drug Enforcement Administration, Executive Office for Immigration Review, Executive Office for U.S. Attorneys, Federal Bureau of Investigation, Federal Prison Industries, Incorporated, Foreign Claims Settlement Commission of the United States, Office of Justice Programs, United States Marshals Service
Schedule Subject	Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees
Additional Schedule Information	<p>This schedule applies to records received or created by any selection committee within a Department of Justice Component (bureaus, offices, boards, divisions, etc.) as part of the evaluation and selection process for filling job vacancies in the Competitive Service, the Excepted Service, and the Senior Executive Service, as well as volunteer and unpaid internship positions. This schedule does not cover documentation held in the case files or official personnel files maintained by Department of Justice human resources offices. This schedule applies to vacancies filled through case examining (delegated examining), standing registers, merit promotions, special recruitment programs, special appointing authorities, or volunteer and unpaid internship programs. Examples of special recruitment programs Components may utilize may include, but are not limited to the Attorney General's Honors Program, the Summer Law Intern Program, and the Pathways Programs. Examples of special appointment authorities are the Veterans' Recruitment Appointment (VRA) authority, the Veterans Employment Opportunity Act (VEOA) program, and the Schedule A 213.3102(u) appointing authority for individuals with disabilities. This schedule does not apply to vacancies filled by political appointments.</p>

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Is There a Classified Version of This
Schedule? No

Is consultation and coordination with
Tribal Governments required? Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0060-2016-0004

Item #	Title	Disposition
0001	Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees	Temporary

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Records Schedule Items

DAA-0060-2016-0004-0001 is superseded in part by DAA-0065-2022-0001-0001 for FBI Career Board records only. The remaining parts of the item may be dispositioned by this authority.

DAA-0060-2016-0004-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees		
Item Description	Records received or created by DOJ Component-level selection committees or other staff who are involved in the evaluation and selection process for filling job vacancies. Records may include but are not limited to copies of job application materials, records generated during the process of vetting and interviewing applicants, and all other records that reflect the decisions made in the evaluation and selection process.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
NC1-060-81-016 / 1	No		
Is this item a deviation from the GRS?	Yes		
GRS disposition authority	Item UUID	Item ID	
		DAA-GRS-2014-0002-0008	
Justification for GRS Deviation	See Dossier		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the vacancy is closed by hire or non-selection, or final settlement of any associated litigation or appeal, whichever is later.		
Retention Period	Destroy 2 year(s) after cutoff. Longer retention is authorized when covered by an active NARA records schedule approved for specific use by a DOJ bureau, office, board, or division.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			

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GAO Approval Required

No

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Signatory Information

Action	User	Date
Accept	Data Migration	08/12/2016
Approve	David Ferriero	05/04/2017