

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2016-0004**

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 **Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees**

Internal agency concurrences will be provided **No**

Background Information

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.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2016-0004

Sequence Number

1	Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees Disposition Authority Number: DAA-0060-2016-0004-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="362 412 1365 485">Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees</p> <p data-bbox="362 502 1133 534">Disposition Authority Number DAA-0060-2016-0004-0001</p> <p data-bbox="362 557 1450 776">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.</p> <p data-bbox="362 795 911 829">Final Disposition Temporary</p> <p data-bbox="362 849 846 883">Item Status Active</p> <p data-bbox="362 902 816 936">Is this item media neutral? Yes</p> <p data-bbox="362 955 816 989">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 data-bbox="362 1093 800 1127">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="362 1200 1321 1272">GRS or Superseded Authority Citation NC1-060-81-016 / 1 DAA-GRS-2014-0002 / 8 (GRS 2.1 / 090)</p> <p data-bbox="362 1312 662 1347">Disposition Instruction</p> <p data-bbox="362 1366 1446 1513">Cutoff Instruction 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.</p> <p data-bbox="362 1532 1479 1678">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.</p> <p data-bbox="362 1719 662 1753">Additional Information</p> <p data-bbox="362 1772 938 1806">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
07/12/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/12/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/12/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/13/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/19/2017	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist