

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2017-0002  
Schedule Status                Approved

Agency or Establishment        Department of Justice  
Record Group / Scheduling Group    General Records of the Department of Justice  
Records Schedule applies to        Major Subdivision  
Major Subdivision                Justice Management Division  
Minor Subdivision                Executive Secretariat  
Schedule Subject                Controlled Correspondence  
Internal agency concurrences will be provided      No

Background Information                Records in this schedule are managed by the Departmental Executive Secretariat (ExecSec). ExecSec was established in 1982 as part of the Office of the Deputy Attorney General and given responsibility for controlling and managing correspondence emanating to and from the Attorney General (AG), Deputy Attorney General (DAG), Associate Attorney General (ASG), and specific correspondence addressed to or from the Office of Legislative Affairs (OLA).

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2017-0002

| Sequence Number |  |
|-----------------|--|
| 1               | Controlled Correspondence<br>Disposition Authority Number: DAA-0060-2017-0002-0001 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="360 421 737 451"><b>Controlled Correspondence</b></p> <p data-bbox="360 472 1133 502">Disposition Authority Number      <b>DAA-0060-2017-0002-0001</b></p> <p data-bbox="360 523 1484 778">These records contain written and electronic correspondence addressed to, or emanating from, the Attorney General, Deputy Attorney General, and Associate Attorney General. Records include internal and external correspondence received via fax, electronically and paper. This item includes both classified and unclassified controlled correspondence. Records also include tracking and index information for all permanent records. Controlled correspondence to and from Congress is covered under a separate schedule (N1-60-91-4).</p> <p data-bbox="360 800 912 829">Final Disposition                      <b>Permanent</b></p> <p data-bbox="360 851 847 880">Item Status                              <b>Active</b></p> <p data-bbox="360 902 815 932">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="360 953 815 983">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?    <b>Yes</b></p> <p data-bbox="360 1089 815 1119">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="360 1204 1484 1459">GRS or Superseded Authority Citation      <b>N1-060-94-002 / 1a(1)(a)<br/>NC1-060-81-014 / 1A "Controlled Correspondence Only"<br/>NC1-60-84-5 / 1A "Controlled Correspondence Only"<br/>N1-060-95-006 / 1b<br/>N1-060-94-002 / 2<br/>N1-060-94-002 / 1a(1)(b)</b></p> <p data-bbox="360 1502 659 1532"><b>Disposition Instruction</b></p> <p data-bbox="360 1553 1302 1583">Cutoff Instruction                      <b>Cut off at the end of the official's tenure.</b></p> <p data-bbox="360 1604 1425 1676">Transfer to the National Archives for Accessioning    <b>Transfer to the National Archives 25 year(s) after cutoff</b></p> <p data-bbox="360 1719 659 1749"><b>Additional Information</b></p> <p data-bbox="360 1770 821 1800">First year of records accumulation    <b>2001</b></p> <p data-bbox="360 1821 1029 1910">What will be the date span of the initial transfer of records to the National Archives?      <b>From 2001 To 2005</b></p> |

How frequently will your agency transfer these records to the National Archives?

**Unknown**

Transfer will depend on the tenure of the head of office. For example, John Ashcroft was AG from 2001-2005 so his records would go 25 years after 2005, Eric Holder was AG from 2009-2015, so his records would go 25 years from 2015.

|                                  | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital               |                          |                     |
| Paper                            | 1400 Cubic feet          | 100 Cubic feet      |
| Microform                        |                          |                     |
| Hardcopy or Analog Special Media |                          |                     |

## 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  |
|------------|--------------------------|------------------|---|---|
| 12/21/2016 | Return to Submitter      | Rebekah Meservy  | Assistant Director of RIM Operations    | Justice Management Division - Office of Records Mgt Policy                                    |
| 09/25/2017 | Certify                  | Rebekah Meservy  | Assistant Director of RIM Operations    | Justice Management Division - Office of Records Mgt Policy                                    |
| 11/28/2017 | Return for Revision      | Andreea Vlaicu   | Archives Specialist                     | National Archives and Records Administration - RDTP2 Archives II Processing Section           |
| 12/13/2017 | Submit For Certification | Rebekah Meservy  | Assistant Director of RIM Operations    | Justice Management Division - Office of Records Mgt Policy                                    |
| 12/13/2017 | Certify                  | Rebekah Meservy  | Assistant Director of RIM Operations    | Justice Management Division - Office of Records Mgt Policy                                    |
| 05/18/2018 | Submit for Concurrence   | Andreea Vlaicu   | Archives Specialist                     | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |
| 05/23/2018 | Concur                   | Rachel BanTonkin | Supervisory Archives Specialist         | National Archives and Records Administration - ACR1   |
| 05/30/2018 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services                        |
| 05/31/2018 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist   |