

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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Controlled Correspondence
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Disposition Authority Number: DAA-0060-2017-0002-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="349 414 730 446"><b>Controlled Correspondence</b></p> <p data-bbox="349 468 1136 500">Disposition Authority Number      DAA-0060-2017-0002-0001</p> <p data-bbox="349 521 1487 776">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="349 798 909 829">Final Disposition                      Permanent</p> <p data-bbox="349 851 844 883">Item Status                              Active</p> <p data-bbox="349 904 812 936">Is this item media neutral?        Yes</p> <p data-bbox="349 957 812 1074">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="349 1095 812 1181">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="349 1202 1487 1457">GRS or Superseded Authority Citation      N1-060-94-002 / 1a(1)(a) NC1-060-81-014 / 1A "Controlled Correspondence Only" NC1-60-84-5 / 1A "Controlled Correspondence Only" N1-060-95-006 / 1b N1-060-94-002 / 2 N1-060-94-002 / 1a(1)(b)</p> <p data-bbox="349 1500 649 1532"><b>Disposition Instruction</b></p> <p data-bbox="349 1553 1299 1585">Cutoff Instruction                      Cut off at the end of the official's tenure.</p> <p data-bbox="349 1606 1429 1670">Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after cutoff</p> <p data-bbox="349 1713 649 1744"><b>Additional Information</b></p> <p data-bbox="349 1766 812 1798">First year of records accumulation      2001</p> <p data-bbox="349 1819 1023 1904">What will be the date span of the initial transfer of records to the National Archives?      From 2001 To 2005</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