

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Disposition Authority Number: DAA-0060-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Controlled Correspondence</p> <p>Disposition Authority Number DAA-0060-2017-0002-0001</p> <p>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>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-060-94-002 / 1a(1)(a) NC1-060-81-014 / 1A "Controlled Correspondence Only" NC1-60-84-5 / 1A "Controlled Correspondence Only"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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the official's tenure.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2001</p> <p>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