

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2017-0003

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                      Senior Leadership Offices

Minor Subdivision                      Office of the Attorney General, Office of the Deputy Attorney General,  
 Office of the Associate Attorney General

Schedule Subject                      Paper Records of the Attorney General, Deputy Attorney General,  
 Associate Attorney General, and their program staffs from the  
 administrations of Janet Reno (1993-2001), John Ashcroft  
 (2001-2005), Alberto Gonzales (2005-2007), and Michael Mukasey  
 (2007-2009).

Internal agency concurrences will be provided      No

Background Information              These are pre-Holder legacy paper records that do not fall under the 2010 media neutral schedule, which is for the administration of Eric Holder and forward. This permanent schedule supersedes the four permanent schedules (1981, 1984, 1993, and 1994) for the three Senior Leadership Offices and extends the retention period from 15 to 25 years.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2017-0003

Sequence Number	
1	<p>Paper Records of the Attorney General, Deputy Attorney General, Associate Attorney General, and their program staffs from the administrations of Janet Reno (1993-2001), John Ashcroft (2001-2005), Alberto Gonzales (2005-2007), and Michael Mukasey (2007-2009). Disposition Authority Number: DAA-0060-2017-0003-0001</p>

## Records Schedule Items

Sequence Number	
1	<p data-bbox="355 410 1485 555"><b>Paper Records of the Attorney General, Deputy Attorney General, Associate Attorney General, and their program staffs from the administrations of Janet Reno (1993-2001), John Ashcroft (2001-2005), Alberto Gonzales (2005-2007), and Michael Mukasey (2007-2009).</b></p> <p data-bbox="355 572 1133 602">Disposition Authority Number      DAA-0060-2017-0003-0001</p> <p data-bbox="355 627 1485 1661"><b>Records include official calendars; appointment books; schedules; itineraries; record copies of briefing books and binders; logs used to track activities or serve as finding aids; subject files relating to specific activities, assignments, or actions taken; official invitations; drafts of documents (including correspondence, memoranda, emails, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies; final copies of speeches delivered in an official capacity; final copies of testimony presented as an official Departmental representative; travel records of the Attorney General, Deputy Attorney General, or Associate Attorney General; meeting agendas and minutes where DOJ is the lead or host (to include annotated copies as well as substantive drafts); annotated copies of meeting agendas and minutes regardless of which agency is the lead or host; handwritten meeting notes where specific guidance, direction, or tasking is memorialized; chronological and correspondence files (not captured in the Controlled Correspondence Series maintained by the Department Executive Secretariat); and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documenting meetings, appointments, events, telephone calls, trips, visits and other activities of these officials that contain unique substantive information that document or relate to official program or mission related activities. a. Attorney General and Chief of Staff, Counsels, Special Counsels, Directors, Confidential Assistants and others who provide counsel and assistance b. Deputy Attorney General and Chief of Staff, Associate Deputy Attorneys General, Senior Counsels, Counsels, Special Counsels, Special Assistants, Confidential Assistants and others who provide counsel and assistance c. Associate Attorney General and Principal Deputy Associate Attorney, Deputy Associate Attorneys General, Senior Counsel, Confidential Assistants and others who provide counsel and assistance Note: These are legacy records and are no longer accumulating. Paper records for Eric Holder are scheduled under N1-060-10-025 and cover January of 2009 forward.</b></p> <p data-bbox="355 1683 911 1713">Final Disposition                      Permanent</p> <p data-bbox="355 1734 846 1764">Item Status                              Active</p> <p data-bbox="355 1785 800 1815">Is this item media neutral?          No</p> <p data-bbox="355 1836 1456 1913">Explanation of limitation              These are only the paper records of prior administrations. Electronic records for these offices</p>

follow the following schedule, which is not media neutral: DAA-0060-2015-0008.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

N1-60-94-2 / 1/a/3  
N1-60-94-2 / 3  
N1-60-94-2 / 4  
NC1-060-81-014 / 1a  
NC1-060-81-014 / 1b  
N1-060-93-011 / 1  
N1-060-93-011 / 2  
NC1-060-84-005 / 1/a  
NC1-060-84-005 / 1/b

**Disposition Instruction**

Cutoff Instruction

Cutoff at the end of the tenure of the individual

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after Cutoff

**Additional Information**

First year of records accumulation 1994

End year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives?

From 1994 To 1998

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

Unknown  
Based on the end of the individual's tenure.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	645 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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## 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
11/29/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/07/2019	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist