

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0004
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 Annual Work Planning Records
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2017-0004

Sequence Number

1

Annual Work Planning Records Disposition Authority Number: DAA-0060-2017-0004-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 421 789 449">Annual Work Planning Records</p> <p data-bbox="362 470 1133 497">Disposition Authority Number DAA-0060-2017-0004-0001</p> <p data-bbox="362 523 1471 704">Records documenting routine annual work planning at the office/program level. Documents may include correspondence and memoranda regarding priorities, resources, tasking, project planning documentation and timelines; and interim and final progress reporting and metrics. NOTE: Each component will be required to declare a consistent retention for the component within the stated retention range.</p> <p data-bbox="362 725 911 753">Final Disposition Temporary</p> <p data-bbox="362 778 846 806">Item Status Active</p> <p data-bbox="362 832 818 859">Is this item media neutral? Yes</p> <p data-bbox="362 885 802 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1038 662 1066">Disposition Instruction</p> <p data-bbox="362 1091 976 1119">Cutoff Instruction Cutoff annually.</p> <p data-bbox="362 1144 1468 1172">Retention Period Destroy between 3 year(s) and 7 year(s) after cutoff</p> <p data-bbox="362 1219 662 1247">Additional Information</p> <p data-bbox="362 1272 943 1300">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
12/05/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
04/06/2017	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist