

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="358 421 789 453">Annual Work Planning Records</p> <p data-bbox="358 474 1133 506">Disposition Authority Number DAA-0060-2017-0004-0001</p> <p data-bbox="358 527 1474 708">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="358 729 911 761">Final Disposition Temporary</p> <p data-bbox="358 783 846 815">Item Status Active</p> <p data-bbox="358 836 813 868">Is this item media neutral? Yes</p> <p data-bbox="358 889 797 1006">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="358 1049 662 1081">Disposition Instruction</p> <p data-bbox="358 1102 976 1134">Cutoff Instruction Cutoff annually.</p> <p data-bbox="358 1155 1474 1187">Retention Period Destroy between 3 year(s) and 7 year(s) after cutoff</p> <p data-bbox="358 1229 662 1261">Additional Information</p> <p data-bbox="358 1283 943 1315">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