

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2017-0007  
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                Records Documenting Compliance With Preservation Obligations For  
Component Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2017-0007

Sequence Number

1	Component Documents and Files related to Complying with Preservation Obligations for Component information Disposition Authority Number: DAA-0060-2017-0007-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 417 1360 491"><b>Component Documents and Files related to Complying with Preservation Obligations for Component Information</b></p> <p data-bbox="370 506 1146 538">Disposition Authority Number      <b>DAA-0060-2017-0007-0001</b></p> <p data-bbox="370 559 1502 1485"><b>This item applies to component administrative and operational records created when components undertake efforts to search, analyze, and potentially produce component information in response to a formal request for component information in the following circumstances: • A component response to an OLA request for information related to a congressional request, or a component direct response to a congressional request for information. • A component response to a Special Counsel request for information. • A component response to an Inspector General request for information. • A component response to a request related to litigation in which neither the component, nor component staff is a party or counsel to the action. • A component response to an inquiry in a civil or criminal investigation in which neither the component, nor component staff is the subject of the investigation. This item concerns records in the custody of the responding component that reflect communications and document the responses and actions of the responding component. These records include notices to the responding component such as all formal notices to initiate preservation, reminder notices, and notices to end a Preservation Obligation, as well as documentation of actions taken by the responding component in the process of coordinating responses (including, but not limited to, tracking sheets for responsive records, data calls within the responding component, clarifying correspondence between the originating and responding component or among staff within the responding component, documentation of search terms and search approaches used by the responding component). Records also include any supporting documentation provided to the responding component, such as: court orders, subpoenas, interrogatories, requests for production of documents and information, Congressional requests, or other descriptive information.</b></p> <p data-bbox="370 1506 922 1538">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 1559 857 1591">Item Status                                <b>Active</b></p> <p data-bbox="370 1613 829 1644">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="370 1666 813 1783">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>No</b></p> <p data-bbox="370 1825 675 1857"><b>Disposition Instruction</b></p> <p data-bbox="370 1879 1474 1910">Retention Period                         <b>Destroy 3 year(s) after preservation obligation ends</b></p>

Additional Information

GAO Approval

Not Required

## 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	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/12/2017	Submit for Concurrency	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist