

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2017-0008**  
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                 **Mentor Program 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2017-0008

Sequence Number
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1
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Mentor Program Records
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Disposition Authority Number: DAA-0060-2017-0008-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 421 716 449"><b>Mentor Program Records</b></p> <p data-bbox="370 474 1143 502">Disposition Authority Number      <b>DAA-0060-2017-0008-0001</b></p> <p data-bbox="370 527 1479 666"><b>This series includes program information for administering Component or Departmental mentoring programs. Program information may include announcements, applications, notifications, program assessments or surveys, and other general administrative program correspondence and documentation.</b></p> <p data-bbox="370 691 919 719">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 744 854 772">Item Status                              <b>Active</b></p> <p data-bbox="370 798 824 825">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="370 851 810 963">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="370 989 967 1044">GRS or Superseded Authority Citation      <b>N1-60-10-32/1</b></p> <p data-bbox="370 1081 672 1108"><b>Disposition Instruction</b></p> <p data-bbox="370 1134 992 1161">Cutoff Instruction                      <b>Cut off annually.</b></p> <p data-bbox="370 1187 1162 1215">Retention Period                        <b>Destroy 3 year(s) after cutoff</b></p> <p data-bbox="370 1261 667 1289"><b>Additional Information</b></p> <p data-bbox="370 1315 951 1342">GAO Approval                            <b>Not Required</b></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
12/21/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
05/17/2017	Submit for Concurrency	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist