

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | |
|-----------------|--|
| 1 | Mentor Program Records Disposition Authority Number: DAA-0060-2017-0008-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="370 421 716 453">Mentor Program Records</p> <p data-bbox="370 474 1143 506">Disposition Authority Number DAA-0060-2017-0008-0001</p> <p data-bbox="370 527 1482 666">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.</p> <p data-bbox="370 687 919 719">Final Disposition Temporary</p> <p data-bbox="370 740 854 772">Item Status Active</p> <p data-bbox="370 793 824 825">Is this item media neutral? Yes</p> <p data-bbox="370 846 808 963">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="370 985 964 1038">GRS or Superseded Authority Citation N1-60-10-32/1</p> <p data-bbox="370 1081 672 1112">Disposition Instruction</p> <p data-bbox="370 1134 992 1166">Cutoff Instruction Cut off annually.</p> <p data-bbox="370 1187 1162 1219">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="370 1261 667 1293">Additional Information</p> <p data-bbox="370 1315 951 1347">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 |
|------------|------------------------|------------------|---|--|
| 12/21/2016 | 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 |