

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0016
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Agency-wide
Schedule Subject Directives - Background Files
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0060-2017-0016

| Sequence Number |
|-----------------|
|-----------------|

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|---|
| 1 |
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| Directives Policy Statements and Instructions – Background Files Disposition Authority Number: DAA-0060-2017-0016-0001 |
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Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="370 420 1440 463">Directives Policy Statements and Instructions – Background Files</p> <p data-bbox="370 463 1440 506">Disposition Authority Number DAA-0060-2017-0016-0001</p> <p data-bbox="370 506 1440 830">This item covers background files created in the process of developing and issuing internal DOJ policy statements and instructions as part of the DOJ internal governance directives process. Background records include drafts, comments received, information supporting the internal clearance process, and any other supporting documentation generated during the development of the policy statement or instruction. The record copies of the final policy statements and instructions are scheduled by DAA-0060-2011-0009-0005 and DAA-0060-2011-0009-0006.</p> <p data-bbox="370 830 1440 873">Final Disposition Temporary</p> <p data-bbox="370 873 1440 916">Item Status Active</p> <p data-bbox="370 916 1440 959">Is this item media neutral? Yes</p> <p data-bbox="370 959 1440 1131">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="370 1131 1440 1261">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="370 1261 1440 1304">Disposition Instruction</p> <p data-bbox="370 1304 1440 1347">Retention Period Destroy 5 year(s) after directive is issued</p> <p data-bbox="370 1347 1440 1390">Additional Information</p> <p data-bbox="370 1390 1440 1502">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 |
|------------|------------------------|------------------|---|--|
| 03/06/2017 | Certify | Rebekah Meservy | Assistant Director of RIM Operations | Justice Management Division - Office of Records Mgt Policy |
| 07/07/2017 | Submit for Concurrency | Galen Wilson | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 07/13/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 07/13/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 07/17/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |