

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

1

Directives Policy Statements and Instructions – Background Files Disposition Authority Number: DAA-0060-2017-0016-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="375 426 1260 459">Directives Policy Statements and Instructions – Background Files</p> <p data-bbox="375 480 1149 513">Disposition Authority Number DAA-0060-2017-0016-0001</p> <p data-bbox="375 534 1438 825">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="375 847 927 879">Final Disposition Temporary</p> <p data-bbox="375 901 862 933">Item Status Active</p> <p data-bbox="375 955 833 987">Is this item media neutral? Yes</p> <p data-bbox="375 1009 833 1127">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="375 1149 816 1235">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="375 1278 678 1310">Disposition Instruction</p> <p data-bbox="375 1332 1333 1364">Retention Period Destroy 5 year(s) after directive is issued</p> <p data-bbox="375 1407 678 1440">Additional Information</p> <p data-bbox="375 1461 959 1494">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