

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0028

Schedule Status Approved

Agency or Establishment Department of Justice

Record Group / Scheduling Group General Records of the Department of Justice

Records Schedule applies to Major Subdivision

Major Subdivision Justice Management Division

Minor Subdivision Office of Attorney Recruitment and Management

Schedule Subject Adverse Action and Background Investigation Synopses/Suitability
Appeal Files

Internal agency concurrences will
be provided No

Background Information OARM exercises the Deputy Attorney General's delegated authority to take disciplinary and adverse actions against Department of Justice attorneys (other than Assistant United States Attorneys) at the GS-15 salary level or below, or equivalent. OARM is also responsible for adjudicating the background investigations of all incoming Department of Justice attorneys to ensure their fitness for Department employment. In the event a hiring component disagrees with OARM's decision to find an attorney candidate unfit for Department employment, it may appeal that decision to the Office of the Deputy Attorney General (ODAG) through OARM.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2017-0028

Sequence Number	
1	Disciplinary and Adverse Action Synopsis Disposition Authority Number: DAA-0060-2017-0028-0001
2	Background Investigation Suitability Adjudication Synopsis Disposition Authority Number: DAA-0060-2017-0028-0002
3	Suitability Appeal Files Disposition Authority Number: DAA-0060-2017-0028-0003

Records Schedule Items

Sequence Number	
1	<p>Disciplinary and Adverse Action Synopsis</p> <p>Disposition Authority Number DAA-0060-2017-0028-0001</p> <p>The Disciplinary and Adverse Action Synopsis is a paper and electronic file that contains certain basic information about each disciplinary or adverse action matter submitted to OARM for decision, such as relevant dates, subject matters, etc., as well as a summary of the facts in each matter. It also includes a link to the relevant electronic case file.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year in which the matter was decided by OARM or appellate body.</p> <p>Retention Period Destroy 25 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Background Investigation Suitability Adjudication Synopsis</p> <p>Disposition Authority Number DAA-0060-2017-0028-0002</p> <p>The Background Investigation Suitability Adjudication Synopsis is a paper and electronic file containing written summaries, organized by subject matter, of certain decisions reached by OARM in adjudicating the suitability of individual attorney applicants for Department employment based on their background investigation and other relevant information contained in their employment paperwork.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the calendar year in which the matter was decided by OARM or appellate body.
	Retention Period	Destroy 25 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Suitability Appeal Files	
	Disposition Authority Number	DAA-0060-2017-0028-0003
	Suitability appeals are paper and electronic files that consist of, but are not limited to, correspondence, memoranda, and other documentation related to a component's request to appeal to ODAG a decision by OARM to find an attorney unsuitable for Department employment on the basis of his or her background investigation and other pertinent information.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the calendar year after the appeal memorandum is sent to ODAG.	
Retention Period	Destroy 25 year(s) after cutoff	
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
07/10/2017	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
07/11/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
10/16/2017	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist