

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2017-0034  
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                Department of Justice Special Collections  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2017-0034

Sequence Number	
1	<b>Records Created by Special Investigations</b> <b>Disposition Authority Number: DAA-0060-2017-0034-0001</b>
2	<b>Records Provided to Investigative Bodies</b> <b>Disposition Authority Number: DAA-0060-2017-0034-0002</b>

## Records Schedule Items

Sequence Number	
1	<p><b>Records Created by Special Investigations</b></p> <p>Disposition Authority Number      DAA-0060-2017-0034-0001</p> <p>This item includes records created or received during the course of special cases, commissions, or investigations related to high-level legal or law enforcement mission work that has been authorized or directed by the Attorney General or Deputy Attorney General. These collections are managed and maintained as a discrete body of records specific to the individual investigation. These records are generated by, and captured from, multiple and varied internal and external sources and are held as a unique collection because of the subject investigation and associated publicity and significant public interest. Records may include email, text messages, voicemail, notes, recordings and photographs on mobile devices, email records, instant messages, and investigative work product including drafts and notes, collected material, exhibit material, testimony, interview records transcripts, legal process returns. Collections may also include trial team records and the final report of the investigation. Due to the generally high profile nature of special investigations, all records created during the course of an investigation are retained with the exception of routine administrative records specifically identified and described by the General Records Schedules.</p> <p>Final Disposition                      Permanent</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?      No</p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after completion of case or project</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown This depends on the date spans of the individual cases or projects.</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown This depends on the unique completion dates of the individual cases or projects.</p>

2

**Records Provided to Investigative Bodies**

Disposition Authority Number      DAA-0060-2017-0034-0002

This item includes records created or compiled by the Department during the course of preparing and responding to a specific request or requirement to provide access to Department information or to provide law enforcement assistance made by any investigative body as established or authorized by specific legislation, regulation, or order where the Department is called upon to aid or support the work of the requesting body and where the request is of high level importance such that the response is directly overseen by the offices of the Attorney General, Deputy Attorney General, or Associate Attorney General. Methods for providing access may include making loans, making records available for review, briefings, or otherwise preparing the records for use by the investigative body. Due to the high profile nature of these requests, the item includes both the collected records provided to the investigative body and documentation of senior leadership activities to collect and prepare the records, including search or compilation strategies.

Final Disposition                      Permanent

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?      Yes

Do any of the records covered by this item exist as structured electronic data?                      No

GRS or Superseded Authority Citation      N1-060-05-001 / 1

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after completion of case or project

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 2002 To 2004

How frequently will your agency transfer these records to the National Archives?      Unknown  
Transfer depends on the individual date ranges of the case or project.

## 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
08/23/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/19/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/20/2018	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/20/2018	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/18/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/19/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2018	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/19/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist