

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Records Created by Special Investigations Disposition Authority Number: DAA-0060-2017-0034-0001
2	Records Provided to Investigative Bodies Disposition Authority Number: DAA-0060-2017-0034-0002

Records Schedule Items

Sequence Number															
1	<p data-bbox="365 433 948 465">Records Created by Special Investigations</p> <p data-bbox="365 487 1146 519">Disposition Authority Number DAA-0060-2017-0034-0001</p> <p data-bbox="365 541 1498 1134">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> <table data-bbox="365 1155 925 1435"> <tr> <td data-bbox="365 1155 555 1177">Final Disposition</td> <td data-bbox="773 1155 925 1177">Permanent</td> </tr> <tr> <td data-bbox="365 1198 497 1220">Item Status</td> <td data-bbox="773 1198 855 1220">Active</td> </tr> <tr> <td data-bbox="365 1252 667 1274">Is this item media neutral?</td> <td data-bbox="773 1252 822 1274">Yes</td> </tr> <tr> <td data-bbox="365 1306 740 1435">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="773 1306 811 1328">No</td> </tr> </table> <p data-bbox="365 1468 667 1500">Disposition Instruction</p> <table data-bbox="365 1522 1443 1597"> <tr> <td data-bbox="365 1522 740 1586">Transfer to the National Archives for Accessioning</td> <td data-bbox="773 1522 1443 1597">Transfer to the National Archives 25 year(s) after completion of case or project</td> </tr> </table> <p data-bbox="365 1629 667 1662">Additional Information</p> <table data-bbox="365 1694 1483 1931"> <tr> <td data-bbox="365 1694 740 1780">What will be the date span of the initial transfer of records to the National Archives?</td> <td data-bbox="773 1694 1483 1802">Unknown This depends on the date spans of the individual cases or projects.</td> </tr> <tr> <td data-bbox="365 1823 740 1910">How frequently will your agency transfer these records to the National Archives?</td> <td data-bbox="773 1823 1483 1931">Unknown This depends on the unique completion dates of the individual cases or projects.</td> </tr> </table>	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?	No	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after completion of case or project	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.	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.
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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.														

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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