

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2018-0005

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 Criminal Division

Minor Subdivision Office of Policy and Legislation (OPL)

Schedule Subject Policy and Legislation

Internal agency concurrences will be provided No

Background Information The Office of Policy and Legislation (OPL) are a team of attorneys, policy analysts, and professional staff working with all the sections and offices of the Criminal Division and components around the Department to develop, review, and evaluate national crime, sentencing, and corrections policy and legislation

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2018-0005

Sequence Number	
1	External Analyses and Commentaries Disposition Authority Number DAA-0060-2018-0005-0001
2	Criminal Policy and Analytics
2 1	Criminal Policy and Analytical Reports Disposition Authority Number DAA-0060-2018-0005-0002
2 2	Criminal Policy and Analytical Working Files Disposition Authority Number DAA-0060-2018-0005-0003

Records Schedule Items

Sequence Number															
1	<p>External Analyses and Commentaries</p> <p>Disposition Authority Number DAA-0060-2018-0005-0001</p> <p>The office's legislative component helps represent the Department before the U S Sentencing Commission on sentencing-related issues, and before the Judicial Conference's Advisory Committees on Criminal Rules and Evidence regarding the Federal Rules of Criminal Procedure and the Federal Rules of Evidence by preparing and recommending comments for formal submission on behalf of the Department. This item includes comments, analyses and memoranda prepared by OPL for submission at the AG, AAG or DAAG level to external criminal judicial bodies, such as the US Sentencing Commission or Judicial Conference of the United States regarding sentencing-related issues such as youthful offenders or the death penalty process, or commenting on proposed amendments to the Rules of Criminal Procedure. This item also includes working papers, meeting notes, and background research relating to the office's representation at these various bodies or organizations.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cutoff at the end of the calendar year</td></tr><tr><td>Retention Period</td><td>Destroy 15 year(s) after cutoff</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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	Cutoff Instruction	Cutoff at the end of the calendar year	Retention Period	Destroy 15 year(s) after cutoff	GAO Approval	Not Required
Final Disposition	Temporary														
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Cutoff Instruction	Cutoff at the end of the calendar year														
Retention Period	Destroy 15 year(s) after cutoff														
GAO Approval	Not Required														
2	<p>Criminal Policy and Analytics</p> <p>The office's policy component analyzes policy and management issues related to criminal law enforcement and the criminal justice system. They identify problems and emerging trends, analyze crime data, federal caseload statistics, and other criminal justice system information, develop policy options and recommendations, and provide research, technical, and management support to the Assistant Attorney General and other Division and Department policymakers.</p>														
2 1	<p>Criminal Policy and Analytical Reports</p>														

Disposition Authority Number DAA-0060-2018-0005-0002

Final analytical products or reports created by the Office in conducting qualitative and quantitative research and analysis related to federal criminal justice programs and national crime threats. These reports detail analysis of crime data, trends, and criminal justice issues across the United States and are typically produced as the result of one time or periodic requests from Department leadership or other Department components. These are created primarily for internal use to support Department policy and program working groups and related initiatives.

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

Disposition Instruction

Cutoff Instruction Cut off closed reports annually

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1995

What will be the date span of the initial transfer of records to the National Archives? From 1995 To 1996

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	1 MB
Paper	12 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Criminal Policy and Analytical Working Files

Disposition Authority Number DAA-0060-2018-0005-0003

Records gathered and created by the office in conducting qualitative and quantitative research and analysis related to federal criminal justice programs and national crime support and in support of the development of analytical reports. These records include data on federal prosecutions and sentencing and trends collected from the United States Sentencing Commission and other federal partner agencies. Records also include documentation of the analysis conducted and drafts/working files for the development of the final reports.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff closed reports annually

Retention Period Destroy 15 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
12/13/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/20/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/13/2019	Submit For Certification	Terri Curtis	Assistant Director	Criminal Division - Records and Information Management Unit
08/13/2019	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/28/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/22/2019	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
10/22/2019	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
01/31/2020	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

02/13/2020	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
02/19/2020	Approve	David Ferrero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist