

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2024-0016

Status: APPROVED
Date Approved: 01/21/2025

General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Deputy Attorney General
Schedule Subject	Justice Manual Records
Additional Schedule Information	<p>The Justice Manual (previously known as the US Attorney's Manual) contains publicly available Department of Justice (DOJ) policies and procedures. It provides internal guidance to DOJ employees on the organization, functions, standards, processes, principles, notice requirements, and other operational and procedural matters that relate to the way the Department carries out its mission functions. It is not intended to and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. Nor are any limitations hereby placed on otherwise lawful litigation prerogatives of DOJ.</p> <p>The Justice Manual serves as the final authority for resolution of conflicts with earlier DOJ statements relevant to its role, as well as the DOJ authority for resolving internal issues or conflicts arising among, or between, component management. When the Justice Manual conflicts with earlier DOJ statements, the Justice Manual controls.</p> <p>The Justice Manual is prepared under the supervision of the Attorney General and under the direction of the Deputy Attorney General. The Deputy Attorney General is assisted by a Justice Manual Editorial Board.</p> <p>The Manual is currently divided into nine (9) titles:</p> <ul style="list-style-type: none">Title 1-Organization and FunctionsTitle 2-AppealsTitle 3-Executive Office for United States AttorneysTitle 4-CivilTitle 5-Environment and Natural Resources Division

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Title 6-Tax
Title 7-Antitrust
Title 8-Civil Rights
Title 9-Criminal

These titles are subject to change.

Is There a Classified Version of This
Schedule?

No

Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0060-2024-0016

Item #	Title	Disposition
0001	Justice Manual	Permanent
0002	Substantive Drafts and Updates	Temporary

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Records Schedule Items

DAA-0060-2024-0016-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Justice Manual	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-060-09-019 /A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after the end of a Presidential Administration	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives 6 months after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:50MB	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0060-2024-0016-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Substantive Drafts and Updates	
Item Description	Draft versions of updates to the manual sections written by component subject matter experts reviewed and edited by the Office of the Deputy Attorney General (ODAG). Records may include comments on draft versions of updates, notes, recommendations for changes, reference materials, and correspondence.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when Manual section is updated.
Retention Period	Other: Destroy when Justice Manual is accessioned by NARA.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested and Received

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025