

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-01-5	DATE RECEIVED 5-18-2001
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management Division		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Assistant Attorney General for Administration		DATE 1-13-03	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
4 NAME OF PERSON WITH WHOM TO CONFER James A. Sposato, Acting Assistant Attorney General for Administration	5 TELEPHONE 202-514-3101		

6 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 05-14-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W Berglund</i> Bernard W Berglund	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b><u>Records of the Assistant Attorney General for Administration (AAG/A) and Deputy Assistant Attorneys General for Administration (DAAG/A)</u></b></p> <p>The Justice Management Division (JMD) provides assistance to senior management officials relating to basic Department policy for evaluation, budget and financial management, personnel management and training, equal opportunity programs, ethics training and advice, automatic data processing and telecommunications, security, records management, procurement, real property, and material management, and for all other matters pertaining to organization, management and administration</p> <p><i>cc NR; JWMD, JWMAW</i></p>		

**Records of the Assistant Attorney General for Administration and Deputy Assistant Attorneys General for Administration**

1. **Records of the Assistant Attorney General for Administration (AAG/A)**. Records are maintained by the JMD Executive Secretariat, and consist of chronological files of incoming and outgoing communications on a variety of matters of interest to the AAG/A

**Disposition:** Temporary. Cut off at the end of each calendar year. The JMD Executive Secretariat may transfer records to the Washington National Records Center two (2) years after cutoff. Destroy five (5) years after cutoff or five (5) years after end of tenure, whichever comes first

2. **Records of the Deputy Assistant Attorneys General/Administration (DAAG/A)**  
Records consist of subject and/or chronological files maintained by each DAAG/A on a variety of subjects relating to functional responsibilities of the office. Listed below are the current DAAG/A offices

Deputy Assistant Attorney General, Controller  
Deputy Assistant Attorney General, Human Resources/Administration  
Deputy Assistant Attorney General, Information Resources Management  
Deputy Assistant Attorney General, Law and Policy

**Disposition:** Temporary. Cut off files at the end of each calendar year. Destroy five (5) years after cutoff or five (5) years after tenure, whichever comes first.

3. **Electronic mail** that satisfies the definition of a federal record are archived on the Justice Consolidated Office Network (JCON) for the AAG/A and the four Deputy Assistant Attorneys General listed in Item 2 above.

- a. **Assistant Attorney General for Administration.**

**Disposition:** Temporary. Cut off at the end of each calendar year. Destroy/delete five (5) years after cutoff or five (5) years after end of tenure, whichever comes first.

- b. **Deputy Assistant Attorneys General for Administration.**

**Disposition:** Temporary. Cut off files at the end of each calendar year. Destroy/delete five (5) years after cutoff or five (5) years after tenure, whichever comes first.

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2. **Records of the Deputy Assistant Attorneys General/Administration (DAAG/A)** Records consist of subject and/or chronological files maintained by each DAAG/A on a variety of subjects relating to functional responsibilities of the office Listed below are the current DAAG/A offices

Deputy Assistant Attorney General, Controller  
Deputy Assistant Attorney General, Human  
Resources/Administration  
Deputy Assistant Attorney General, Information  
Resources Management  
Deputy Assistant Attorney General, Law and Policy

**Disposition** Temporary Cut off files at the end of each calendar year Destroy ~~two (2)~~,  
years after cutoff or ~~two (2)~~ years after tenure, whichever comes first

*five (5)*

*five (5)*

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- a **Assistant Attorney General for Administration**

**Disposition** Temporary Cut off at the end of each calendar year Destroy/delete five (5) years after cutoff or five (5) years after end of tenure, whichever comes first

- b **Deputy Assistant Attorneys General for Administration**

**Disposition** Temporary Cut off files at the end of each calendar year Destroy/delete two (2) years after cutoff or two (2) years after tenure, whichever comes first