

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-60-03-2	DATE RECEIVED 11/15/02
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Budget Staff			
4 NAME OF PERSON WITH WHOM TO CONFER Jolene Lauria Sullivan Director	5 TELEPHONE 202.514.4092	DATE 7-11-03	ARCHIVIST OF THE UNITED STATES John W. Carl

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 03-14-03	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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Department of Justice Performance and Accountability Report</b></p> <p>The Department of Justice's Performance and Accountability Report is prepared under the aegis of the Reports Consolidation Act of 2000 and guidance from the Office of Management and Budget. The Accountability Report contains the Department's audited consolidated financial statements, as required by the Chief Financial Officers Act and the Government Management Reform Act; the annual program performance report, as required by the Government Performance and Results Act; and a report on the Department's material weaknesses, as required by the Federal Managers' Financial Integrity Act.</p> <p><u>Budget Staff, Justice Management Division.</u> The Performance and Accountability Report, prepared annually, consists of the message from the Attorney General; message from the Chief Financial Officer, Office of the Inspector General Commentary and Summary; Management's Discussion and Analysis; Report of Independent Accounts; Report of Independent Accounts on</p> <p><i>ec Agency, NR, NUNMD, NUNMU</i></p>	GRS 16/14d (NOTE)	

Internal Control; Report of Independent Accountants on Compliance with Laws and Regulations; Annual Program Performance Report; and Annual Financial Statements.

- a. One copy of the annual Department of Justice Accountability Report.

Disposition: PERMANENT. Upon distribution to the Office of the President and the Congress, transfer one copy of the final report to the National Archives and Records Administration.

- b. Input reports and supporting documentation received from other Department of Justice components which are used in preparing the Accountability Report

Disposition: TEMPORARY. Destroy two years after the end of the fiscal year covered by the report.

2. Feeder documentation maintained by other Department of Justice components Copies of input reports and documentation, submitted to the Budget Staff, Justice Management Division for use in preparing the final report (e.g. Corrective Action Report required by the Federal Managers' Financial Integrity Act), maintained by various Department of Justice components..

Disposition: TEMPORARY. Destroy according to schedules already established for each individual feeder document.

3. Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: Delete from the word processing system when no longer needed for updating or revision.

4. Email records. Senders' and recipients' versions of email messages that meet the definition of federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. (NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt date when required).

Disposition: Delete from the email system after copying to a recordkeeping system.