

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-060-04-4</i>	DATE RECEIVED <i>2-2-2004</i>
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Deputy Attorney General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Department of Justice Executive Secretariat			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Kathie A Harting, Director</i> DOJ Executive Secretariat	5 TELEPHONE 202-514-2149	DATE <i>3-5-04</i>	ARCHIVAL STATUS OF THE UNITED STATES WITHDRAWN

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 3 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 <i>1-27-04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W Bergling</i> Bernard W Bergling	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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">RECORDS OF THE OFFICE OF THE DEPUTY ATTORNEY GENERAL</p> <p>The Deputy Attorney General advises and assists the Attorney General in formulating and implementing Departmental policies and programs and in providing overall supervision and direction to all organizational units of the Department of Justice. The Deputy Attorney General is authorized to exercise all the power and authority of the Attorney General, except where such power or authority is prohibited by law from delegation or has been delegated to another official. In the absence of the Attorney General, the Deputy Attorney General acts as the Attorney General.</p> <p>Records of the Deputy Attorney General All records (44 U.S.C. §3301), regardless of security classification or the medium on which they reside, made or received as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities that document the programs, projects and responsibilities of the Deputy Attorney General</p> <p><i>cc Agency, NR, NWMD, NWMD, NWCT</i></p>	<p>NC1-60-81-14 NC1-60-93-11/1</p>	

Records of the Office of the Deputy Attorney General

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- a **Subject, project, and correspondence files**, including briefing books

Disposition PERMANENT Cut off at the end of the Deputy Attorney General's tenure
Transfer to a records storage facility when no longer needed for active reference
Transfer to the National Archives and Records Administration (NARA) 15 years after cutoff

- b **Calendars, appointment books, schedules**, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Deputy Attorney General, EXCLUDING materials determined to be personal*
Electronic versions of these records are printed to paper during, or at the end of, each tenure

Disposition PERMANENT Cut off at the end of the Deputy Attorney General's tenure
Transfer to a records storage facility when no longer needed for active reference
Transfer to NARA 15 years after cutoff

- c **Chronological files** (when maintained) of outgoing correspondence and other documentation filed in date sequence

Disposition PERMANENT Cut off at the end of the Deputy Attorney General's tenure
Transfer to a records storage facility when no longer needed for active reference
Transfer to NARA 15 years after cutoff

- d **Finding aids** (or indexes) that are used to provide access to subject, project or other correspondence files

Disposition PERMANENT Cut off at the end of the Deputy Attorney General's tenure
Transfer to a records storage facility when no longer needed for active reference
Transfer to NARA 15 years after cutoff

- e **Electronic mail** for the Deputy Attorney General that meets the definition of Federal records and is archived on a Department of Justice network

Disposition PERMANENT Cut off at the end of the Deputy Attorney General's tenure
Transfer to NARA 15 years after cutoff, in a medium acceptable to NARA at the time of transfer Acceptable medium to be prepared by an appropriate activity within Information Resources Management designated by the Chief Information Officer

WITHDRAWN

WITHDRAWN

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WITHDRAWN

Records of the Office of the Deputy Attorney General

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2. **Records of the staff to the Deputy Attorney General, e.g., Principal Associate Deputy Attorney General, Chief of Staff, Associate Deputy Attorney General, Senior Counsel and Counsels, Staff Assistant, Special Assistant, and Confidential Assistant.** All records (44 U.S.C. §3301), regardless of security classification or the medium on which they reside, made or received as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities that document the programs, projects, and responsibilities of the Office of the Deputy Attorney General

- a **Subject, project, and correspondence files,** including briefing books

Disposition PERMANENT Cut off at the end of each staff member's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

- b **Calendars, appointment books, schedules,** logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by staff members, EXCLUDING materials determined to be personal* Electronic versions of these records are printed to paper during, or at the end of, each tenure

Disposition PERMANENT Cut off at the end of each staff member's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

- c **Chronological files** (when maintained) of outgoing correspondence and other documentation filed in date sequence

Disposition PERMANENT Cut off at the end of each staff member's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

- d **Finding aids** (or indexes) that are used to provide access to subject, project or other correspondence files

Disposition PERMANENT Cut off at the end of each staff member's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

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- e **Electronic mail** for staff members that meets the definition of Federal records and is archived on a Department of Justice network

Disposition PERMANENT Cut off at the end of each staff member's tenure Transfer to NARA 15 years after cutoff, in a medium acceptable to NARA at the time of transfer Acceptable medium to be prepared by an appropriate activity within Information Resources Management designated by the Chief Information Officer

WITHDRAWN

* Personal records are documentary materials belonging to an individual that are not related to the conduct of agency business

NOTE All records shall be placed in boxes and sealed prior to transfer to the records storage facility Only Department of Justice personnel authorized by the Department Records Officer shall retrieve records from the boxes