

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-060-05-14 P	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Exec Sec			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES <i>WITTING RALPH</i>
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 _____ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Department of Justice Executive Secretariat, Correspondence Management System

1. Records Management System (RMS)

RMS was the tracking system used by Executive Secretariat to track correspondence of the Attorney General, Deputy Attorney General, and Associate Attorney General from 1985 to 2001. RMS provides access to the correspondence in the Executive Secretariat.

A Master File

The system contains basic information about each piece of correspondence such as name of correspondent, date of correspondence, subject matter, and component handling the response. The data covers the permanent correspondence found in the Executive Secretariat as well as citizen mail, mail referred from the White House, and personal mail of the Attorney General, all of which are scheduled as temporary or, in the case of personal mail are not Federal records. Access to data relating to personal papers is blocked.

(1) Data from 1985 to 1992

Disposition: PERMANENT. Transfer to NARA upon approval of the schedule in accordance with 36 CFR 1228.270.

(2) Data from 1992 to 2001

Disposition: PERMANENT. Transfer to NARA 15 years after the end of the tenure of the Attorney General in accordance with 36 CFR 1228.270.

B System Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).

Disposition: PERMANENT. Transfer to NARA with related data.

2. Correspondence Management System (CMS)

CMS consists of data on mail received at the Main Justice zip code. Mail handled by the Executive Secretariat for the Attorney General, Deputy Attorney General, and Associate Attorney General are scanned into CMS, except for invitations, classified documents, "sensitive" documents, personal correspondence, and "after the fact" correspondence which is correspondence sent directly to the Attorney General bypassing the Executive Secretariat. CMS Mail addressed to specific components is not scanned into the system but tracking data is entered into CMS.

The paper version of the incoming correspondence and the outgoing response handled by the Executive Secretariat are considered the record copy and are filed in Executive Secretariat files

~~A Inputs~~

~~Incoming correspondence to the Executive Secretariat is scanned into the system and data about the correspondence is entered into CMS~~

~~Disposition Forward original copy to Executive Secretariat~~

B Master File

Tracking data on all correspondence and scanned images of Executive Secretariat correspondence

Disposition PERMANENT Transfer to NARA 15 years after the end of the tenure of the Attorney General in accordance with 36 CFR 1228.270 and current transfer guidance for scanned images (Note the scanned images do not meet NARA's current transfer guidance for scanned images, however these images are only a reference copy for the convenience of researchers and not the record copy The first transfer will take place in 2015)

~~C Outputs~~

~~Ad hoc tracking reports used by the Executive Secretariat to monitor correspondence~~

~~Disposition Destroy when no longer needed for office use~~

D System Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)

Disposition PERMANENT Transfer to NARA with related data and scanned images