

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-08-26</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/22/08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Legislative Affairs			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Saundra M. Callier	5 TELEPHONE NUMBER 202-616-9864	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <i>- per changes made in schedule during appraisal visit - RF</i> or <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested _____			
DATE <i>8/15/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janeth P. [Signature]</i>		TITLE <i>Director, ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Nomination Files Maintained in the Office of Legislative Affairs

The Assistant Attorney General for the Office of Legislative Affairs (OLA) has the responsibility for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to Congress. As such, OLA participates in the Senate confirmation process for Department nominees, such as the Attorney General, Deputy Attorney General, Associate Attorney General, Assistant Attorneys General, other Senate-confirmed heads of Divisions and Components, United States Attorneys, and United States Marshals.

Senate Judiciary Questionnaires and Nominee's Responses to Committee Questions

OLA is the official custodian of the completed Senate Judiciary Questionnaires and nominee responses to Committee questions, including those submitted after the hearing, for all Department nominees, except for U.S. Attorneys and the U.S. Marshals. The official custodian of the completed Questionnaires and responses to Committee questions for U.S. Attorney and U.S. Marshal nominees are the Executive Office for United States Attorneys and the U.S. Marshal Service, respectively.

The Questionnaires for which OLA is the official custodian are completed by nominees and submitted by OLA to the Senate Judiciary Committee. They contain both public and confidential portions. Also included in OLA's official files relating to each nomination are nominee responses OLA submits to Committee questions, including questions for the record of the nominee's confirmation hearing.

Other than conferring with nominees about the Questionnaires and their responses to Committee questions in the course of the confirmation process, OLA does not use these documents nor have any need for them beyond a confirmed nominee's departure from the Department or the withdrawal of an individual's nomination. The Senate Judiciary Committee maintains records of these documents for each nominee, and the public portion of the Senate Judiciary Questionnaire, along with the nomination hearing transcript, and the nominee's responses to Committee questions are printed in the Committee's hearing record by the Government Printing Office, which remains publicly available.

1. OLA files for the confirmation of the Attorney General, the Deputy Attorney General the Associate Attorney General, the Drug Enforcement Agency Administrator, the Directors of the Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, Firearms and Explosives, United States Marshals Service, Office of the Solicitor General, and the Assistant Attorneys General for the Office of Legal Counsel, Antitrust Division, Civil Division, Civil Rights Division, Criminal Division, Environment and Natural Resources Division, National Security Division and Tax Division.

Disposition: PERMANENT. Cutoff at the end of the calendar year in which the respective Senate-confirmed individuals leave the Department of Justice. Transfer to the National Archives and Records Administration 10 years after cutoff.

2. OLA files for all other Senate-confirmed individuals.

Disposition: TEMPORARY. Cutoff at the end of the calendar year in which the Senate-confirmed individuals leave the Department of Justice. Destroy/delete 3 years after cutoff.

3. OLA files for individuals whose nominations for Senate-confirmed positions are withdrawn.

Disposition: TEMPORARY. Cutoff at the end of the calendar year in which the nominations are withdrawn. Destroy/delete 3 years after cutoff.