

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>121-60-10-30</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/28/10</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Community Oriented Policing Services (COPS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Dave Neely	5 TELEPHONE NUMBER 202-514-8553	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <u> 1 </u> 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 <i>4/23/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>	TITLE Director, Office of Records Management Policy	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Internal Vetting Lists The COPS Office produces numerous documents each year for external and internal use. To ensure that these documents are correct, stylistically consistent, and accurately represent COPS, Department of Justice, and Administration policy, a clear vetting process is essential.		WITHDRAWN

Department of Justice
Office of Community Oriented Policing Services (COPS)
Vetting Lists

1 Pre-award determinations

Before a grant award or earmark is made, the COPS Office sends out a pre-award vetting list of agencies to certain components of the Department of Justice (DOJ) for review including the United States Attorney's Offices (USAOs), the Office for Civil Rights (Office of Justice Programs), the Civil Rights Division, the Criminal Division, the Office of the Inspector General, and the Public Integrity Section

Disposition TEMPORARY, cut off records at end of calendar year in which list is complete
Destroy/delete three (3) years after cutoff

2 Pre-publication development and production

Before a COPS publication is published, the COPS Office sends out a pre-publication vetting list to agencies referenced in the publication. The COPS Office is looking for recommendations regarding whether it will be inappropriate or inadvisable to reference an agency in a COPS publication

Disposition TEMPORARY, cut off records at end of calendar year in which list is complete
Destroy/delete three (3) years after cutoff

3 Other Lists

In addition, all matter intended for external use (or anything that may reasonably be expected to be disseminated externally), anything outside of the COPS Office, including Main Justice including

- All reports, brochures, fact sheets, grant program manuals, press releases, blast faxes etc and the agencies included in them
- All requests for interviews with the media
- Proposed internal COPS policies and procedures
- Additional documents as necessary

Disposition Disposition TEMPORARY, cut off records at end of calendar year in which list is complete
Destroy/delete three (3) years after cutoff

WITHDRAWN