



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-100-10-32	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/2/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Justice Management Division			
3. MINOR SUBDIVISION Office of Attorney Recruitment and Management			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE 17 Jan 12	ARCHIVIST OF THE UNITED STATES 
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 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 7/28/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director / OPRMP
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Office of Attorney Recruitment and Management SEE ATTACHED	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Office of Attorney Recruitment and Management

~~1. Mentor Program~~

~~This series contains documentation related to the Departments' Attorney Mentor Program and provides oversight and support for Department components responsible for selecting the mentors and running their individual Programs. The Attorney Mentor Program was established in 2003 for entry-level (Honors Program) attorneys. The Program was expanded in 2004 to include experienced attorneys (laterals), and again in 2006 to include Assistant United States Attorneys (AUSAs). As part of the Program, OARM annually surveys the mentees and mentors to get feedback about their experience. Mentor Program files contain training presentations, annual reports, and mentor compliance forms.~~

~~Temporary. Cut off at the end of calendar year. Destroy/delete 2 years after cutoff.~~

Superseded by:
DAA-0060-2017-0008-0001
DATE (MM/DD/YYYY):
05/23/2017

2. Master Calendar

The Annual Master Calendar(s) for law school presentations, job fairs and other professional outreach and/or recruitments events is used to provide details and track the various presentations that Department representatives have been scheduled to attend. The calendars are maintained every year and are used to assess what job fairs, law schools or other outlets OARM has visited/attended, as well as determine areas where more participation is needed. OARM makes notations regarding the success and/or challenges regarding a specific event, and incorporates feedback from attendees on the master calendar for future reference. Additionally, the Master Calendar for History of Law School Presentations tracks the Department's law school presentations since 1990.

Temporary. Cut off at the end of calendar year. Destroy/delete 2 years after cutoff.

~~3. Bar Certification Program~~

~~Annual certification documents from the Department components confirming that the attorneys in the components are current members of a state bar association and are in good standing.~~

~~Temporary. Cut off files at the end of the calendar year. Destroy/delete 5 years after cutoff.~~

Superseded by:
DAA-0060-2012-0026-0001
DATE (MM/DD/YYYY):
03/08/2013

4. Mentee Survey System

The Mentee Survey System stores Mentee Surveys by year in a software program entitled Checkbox Survey. Mentored attorneys access the site anonymously to complete the annual survey. The survey contains radio button (yes-no), matrix (a series of specific criteria ranked numerically in order of importance), drop-down list questions as well as text questions. Also stored in Checkbox are the annual reports generated for each completed survey.

Temporary. Cut off at the end of calendar year. Destroy/delete 2 years after cutoff.