

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-10-35</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>9/8/10</i>	
1 FROM (Agency or establishment) U S 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management Policy			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Jeanette Plante	5 TELEPHONE 202-514-3528	DATE <i>Apr 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>2</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>9/3/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i>		TITLE <i>Director/ORMD</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Mail Records of Administrative Staff for the Offices of the Attorney General, Deputy Attorney General, and Associate Attorney General (Senior Leadership Offices) (SEE ATTACHED)		

Records Retention Schedule
United States Department of Justice
Justice Management Division
Office of Records Management and Policy

**Electronic Mail Records of Administrative Staff
for the Offices of the Attorney General, Deputy Attorney General,
and Associate Attorney General (Senior Leadership Offices)**

The following schedule applies to electronic mail created or captured after January 20, 2009 as more fully described below

1. Administrative and housekeeping electronic mail records of administrative and support staff of the Senior Leadership Offices that document administrative matters. Electronic mail records include, but are not limited to, personnel records, pay administration records, procurement, supply and grant records, property disposal records, budget records, expenditure accounting records, travel and transportation records, space and maintenance records, communications records, informational services records, security and protective services records, and information technology operations and management records (January 20, 2009 - Present)

TEMPORARY. *Cut off at the end of the calendar year. Destroy/delete 7 years after cutoff*

2. Transitory Electronic Mail Records of short-term (180 days or less) interest which have minimal or no documentary or evidential value. Electronic mail records include, but are not limited to, routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, Quasi-official notices that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, etc. Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities; Suspense and tickler files and task lists that serve as a reminder that an action is required.

TEMPORARY. *Destroy/delete immediately, or when no longer needed for reference*

GRS 23/7

The Department of Justice has no obligation to retain nonrecord electronic mail of any staff member. Electronic mail that is personal and unrelated to Departmental business may be destroyed/deleted immediately by the user.