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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-660-10-36 | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | Date received 9/8/10 | |
| 1. FROM (Agency or establishment) U. S. Department of Justice | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of Records Management Policy | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Jeanette Plante | 5. TELEPHONE 202-514-3528 | DATE 19 Oct 11 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| <p>6. AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p> | | | |
| DATE 9/3/2010 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i> | | TITLE Director / OPM |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | <p>Electronic mail records of the Program Staff of the Offices of the Attorney General, Deputy Attorney General, and Associate Attorney General (Senior Leadership Offices).</p> <p>(SEE ATTACHED)</p> <p>ELECTRONIC MAIL RECORDS OF THE ATTORNEY GENERAL, DEPUTY ATTORNEY GENERAL, AND ASSOCIATE ATTORNEY GENERAL AND THEIR PROGRAM STAFFS (SENIOR LEADERSHIP OFFICES)</p> <p>(SEE ATTACHED)</p> | | |

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

**Electronic mail records of the Program Staff of the Offices of the Attorney General,
Deputy Attorney General, and Associate Attorney General (Senior Leadership Offices):
AND THEIR PROGRAM STAFFS (SENIOR LEADERSHIP OFFICES)**

Office of the Attorney General

The Judiciary Act of 1789 created the Office of the Attorney General which evolved over the years into the head of the Department of Justice and the chief law enforcement officer of the Federal Government. The Attorney General represents the United States in legal matters generally and gives advice and opinions to the President and to the heads of the executive departments of the Government when so requested.

The Attorney General is responsible for the overall supervision, direction, administration and operation of the Department of Justice.

Office of the Deputy Attorney General

The Deputy Attorney General advises and assists the Attorney General in formulating and implementing Departmental policies and programs and in providing overall supervision and direction to all organizational units of the Department. The Deputy Attorney General is authorized to exercise all the power and authority of the Attorney General, except where such power or authority is prohibited by law from delegation or has been delegated to another official. In the absence of the Attorney General, the Deputy Attorney General acts as the Attorney General.

Office of the Associate Attorney General

The Office of the Associate Attorney General advises and assists the Attorney General and the Deputy Attorney General in formulating and implementing Departmental policies and programs pertaining to a broad range of civil justice, federal and local law enforcement, and public safety matters.

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

1. This schedule applies to the business related electronic mail records (with attachments) of program staff of the Senior Leadership Offices related to the mission of the agency and created or captured on or after January 20, 2009. The designation "Program staff" includes all political appointees on staff in the Senior Leadership Offices as well as any staff on detail from another

component of the Department of Justice or another agency who uses Department of Justice electronic mail and works on mission related substantive matters and issues for the Senior Leadership Offices. Program staff also includes non political appointee staff members who are not administrative staff and are responsible for work on substantive mission related matters in the Senior Leadership Offices. Records include, but are not limited to, all electronic mail communications related to mission business conducted in these offices by Program staff.

CUT-OFF AT THE END OF INDIVIDUAL'S TENURE.

PERMANENT. ~~Cut off at the end of the administration.~~ *Transfer to the National Archives and Records Administration 25 years after cutoff in accordance with the NARA transfer regulations that governs the transfer of permanent electronic mail records that exist at the time of transfer.*

2. Transitory electronic Mail Records of short-term (180 days or less) interest which have minimal or no documentary or evidential value. 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.

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

The Department of Justice has no obligation to retain nonrecord email of the Attorney General, Deputy Attorney General, and Associate Attorney General and their program staffs. Emails that are personal and unrelated to Departmental business may be destroyed/deleted immediately by the user.