

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2012-0012**
Schedule Status **Approved**

Agency or Establishment **Department of Justice**
Record Group / Scheduling Group **General Records of the Department of Justice**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Justice Management Division**
Minor Subdivision **Consolidated Executive Office**
Schedule Subject **Senior Leadership Personnel Rosters**
Internal agency concurrences will be provided **No**

Background Information **Personnel Rosters are used to record the onboard status of federal employees assigned to the Offices of the Attorney General, Deputy Attorney General and Associate Attorney General**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0012

Sequence Number	
1	Senior Leadership Personnel Rosters Disposition Authority Number DAA-0060-2012-0012-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="371 409 1476 451">Senior Leadership Personnel Rosters</p> <p data-bbox="371 462 1476 504">Disposition Authority Number DAA-0060-2012-0012-0001</p> <p data-bbox="371 514 1476 630">Personnel Rosters are used to record the onboard status of federal employees assigned to the Offices of the Attorney General, Deputy Attorney General and Associate Attorney General</p> <p data-bbox="371 640 1476 682">Final Disposition Temporary</p> <p data-bbox="371 693 1476 735">Item Status Active</p> <p data-bbox="371 745 1476 787">Is this item media neutral? Yes</p> <p data-bbox="371 798 1476 924">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="371 934 1476 1029">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="371 1060 1476 1102">Disposition Instruction</p> <p data-bbox="371 1113 1476 1155">Cutoff Instruction Cut off at the end of the AG Administration</p> <p data-bbox="371 1165 1476 1207">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="371 1239 1476 1281">Additional Information</p> <p data-bbox="371 1291 1476 1333">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
03/01/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
07/24/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/25/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/25/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/15/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist