

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0060-2024-0013

Status: APPROVED
Date Approved: 04/14/2026

General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0060 - General Records of the Department of Justice
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Professional Responsibility Advisory Office (PRAO)
Schedule Subject	Professional Responsibility Advisory Office (PRAO) Files
Additional Schedule Information	<p>The primary missions of the Professional Responsibility Advisory Office (PRAO) are to ensure prompt, consistent, and accurate advice and training to Department officials and attorneys with respect to the rules of professional conduct. The major functions of PRAO are to:</p> <ul style="list-style-type: none">o Provide rules of professional conduct advice to Department officials and attorneys, including on many of the Department's most high-level, complex, and sensitive inquiries and policy initiatives.o Present rules of professional conduct training in-person and virtually to Department officials and attorneys nationwide and at the National Advocacy Center to provide them with the knowledge and tools to make informed judgments about circumstances in which their conduct implicates the rules of professional conduct.o Issue comprehensive advice memoranda and jurisdictional surveys focusing on rules of professional conduct issues specifically affecting the practice of Department officials and attorneys.o Monitor proposed ethics opinions and bar rule changes. Serve as the Department's liaison with national, state, and local bar organizations to ensure the Department's interests are considered when bar authorities propose rule changes and issue ethics opinions.o Coordinate with the Department's litigating components to defend Department attorneys in disciplinary or other proceedings in responding to allegations that they failed to meet their obligations under the rules of professional conduct.
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0060-2024-0013

Item #	Title	Disposition
0001	PRAO Inquiry Files	Temporary

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Records Schedule Items

DAA-0060-2024-0013-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	PRAO Inquiry Files	
Item Description	<p>A digital inquiry file contains the documents relating to a Department official or attorney’s request for professional responsibility advice from PRAO. A digital inquiry file may also include professional responsibility advice related to proposed changes to the rules of professional conduct from an inquirer’s licensing jurisdiction or the jurisdiction an inquirer normally practices in. The digital inquiry file contains the following documents:</p> <ul style="list-style-type: none"> -Attorney notes; -Research; -Emails relating to the inquiry;and, -PRAO’s written advice and/or summary of PRAO’s oral advice (describing the facts, nature of the inquiry, legal analysis, and the advice given). 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-060-04-001 /1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when inquiry is closed.	
Retention Period	Destroy 10 year(s) after inquiry is closed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.