Request for Records Disposition Authority

Records Schedule Number	DAA-0060-2015-0007
Schedule Status	Approved
Agency or Establishment	Department of Justice
Record Group / Scheduling Group	General Records of the Department of Justice
Records Schedule applies to	Department-wide
Schedule Subject	Email Records of the Heads of Components
Internal agency concurrences will be provided	No

Background Information

The Head of each Component in the Department of Justice has oversight responsibility and the highest level of authority for Component decision making. In the course of their work, they oversee operations and management of the Component as well as development and implementation of policies, processes, decisions, and actions that support the component mission functions.

This schedule covers the email records of the Heads of all Components in the Department of Justice that are listed in the official Department organizational chart as signed by the Attorney General, except the Senior Leadership Offices (Attorney General, Deputy Attorney General, and Associate Attorney General) and Components headed by an Assistant Attorney General.

The Heads of Components for the following offices are covered by this schedule:

Offices, Boards and Divisions:
- Office of the Solicitor General (OSG)
- Executive Office for US Trustees (EOUST)
- Office on Violence Against Women (OVW)
- Community Oriented Policing Services (COPS)
- Office of Information Policy (OIP)
- Foreign Claims Settlement Commission (FCSC)
- Community Relations Service (CRS)
- Office of Public Affairs (PAO)
- Office of Tribal Justice (OTJ)
- Interpol Washington
- Office of the Inspector General (OIG)
- Professional Responsibility Advisory Office (PRAO)

• Office of Professional Responsibility (OPR)
• Office of the Pardon Attorney (OPA)
• US Parole Commission (USPC)
• Executive Office for Organized Crime Drug Enforcement Task Forces (OCDETF)

Independent Records Programs:
• Drug Enforcement Administration (DEA)
• Executive Office for US Attorneys (EOUSA)
• US Attorneys
• Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF)
• Bureau of Prisons (BOP)
• US Marshals Service (USMS)
• Executive Office for Immigration Review (EOIR)

Note: The email records of the Director and leadership of the Federal Bureau of Investigation are already scheduled per N1-65-07-1 and are not included in this records schedule.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2015-0007

Sequence Number	
1	Heads of Component Email Records Disposition Authority Number: DAA-0060-2015-0007-0001

Records Schedule Items

Sequence Number	
1	**Heads of Component Email Records**
	Disposition Authority Number: DAA-0060-2015-0007-0001
	Heads of Components have oversight responsibility for the mission of the components and report directly to the Deputy Attorney General or the Associate Attorney General. Direct reports include any positions reporting directly to the Head of the Component and may also include other specifically identified positions that 1) routinely advise the Head of Component, 2) are positions filled by Presidential Appointment with Senate Confirmation, or 3) otherwise have significant mission critical decision or policy roles. This item includes all electronic mail (e-mail) records (with attachments) related to the mission of the Department created and received by the Heads of Components and direct reports.
	Final Disposition: Permanent
	Item Status: Active
	Is this item media neutral?: No
	Explanation of limitation: limited to email and attachments
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No
	Disposition Instruction
	If this item has multiple sections, indicate here records to which this section apply: This applies to the described email records from all Components covered in this schedule, except Professional Responsibility Advisory Office and Office of the Solicitor General.
	Cutoff Instruction: Cut off at end of calendar year in which the official ends his/her tenure.
	Transfer to the National Archives for Accessioning: Transfer to the National Archives 15 year(s) after cutoff
	Additional Information
	What will be the date span of the initial transfer of records to the National Archives?: Unknown This depends on individual tenures.
	How frequently will your agency transfer these records to the National Archives?: Unknown This depends on individual tenures.

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply	This applies to the described email records for the Professional Responsibility Advisory Office and Office of the Solicitor General.
Cutoff Instruction	Cut off at end of calendar year when official ends his/her tenure.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2005
How frequently will your agency transfer these records to the National Archives?	Unknown This depends on tenure dates.

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
03/11/2015	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/09/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist