Request for Records Disposition Authority

Records Schedule Number	DAA-0060-2015-0008
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 Subdivsion
Major Subdivision	Senior Leadership Offices
Minor Subdivision	Office of the Attorney General, Office of the Deputy Attorney General, Office of the Associate Attorney General
Schedule Subject	Electronic Records of the Attorney General, Deputy Attorney General, Associate Attorney General, and their program staffs from the administrations of Janet Reno (1993-2001), John Ashcroft (2001-2005), Alberto Gonzales (2005-2007), and Michael Mukasey (2007-2009).
Internal agency concurrences will be provided	No
Background Information	These records are legacy electronic records that do not fall under old, paper-based, non-media neutral schedules, nor do they fall under the 2010 media neutral schedule, which is for the administration of Eric Holder and forward.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2015-0008

Sequence Number	
1	Electronic Records of the Attorney General, Deputy Attorney General, Associate A ttorney General, and their program staffs from the administrations of Janet Reno (1 993-2001), John Ashcroft (2001-2005), Alberto Gonzales (2005-2007), and Michae l Mukasey (2007-2009). Disposition Authority Number: DAA-0060-2015-0008-0001

Records Schedule Items

Sequence Number	
1	Electronic Records of the Attorney General, Deputy Attorney General, Associate Attorney General, and their program staffs from the administrations of Janet Reno (1993-2001), John Ashcroft (2001-2005), Alberto Gonzales (2005-2007), and Michael Mukasey (2007-2009).
	Disposition Authority Number: DAA-0060-2015-0008-0001
	Records include official calendars; appointment books; schedules; itineraries; record copies of briefing books and binders; logs used to track activities or serve as finding aids; subject files relating to specific activities, assignments, or actions taken; official invitations; drafts of documents (including correspondence, memoranda, emails, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies; final copies of speeches delivered in an official capacity; final copies of testimony presented as an official Departmental representative; travel records of the Attorney General, Deputy Attorney General, or Associate Attorney General; meeting agendas and minutes where DOJ is the lead or host (to include annotated copies as well as substantive drafts); annotated copies of meeting agendas and minutes regardless of which agency is the lead or host; handwritten meeting notes where specific guidance, direction, or tasking is memorialized; chronological and correspondence files (not captured in the Controlled Correspondence Series maintained by the Department Executive Secretariat); and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documenting meetings, appointments, events, telephone calls, trips, visits and other activities of these officials that contain unique substantive information that document or relate to official program or mission related activities. a. Attorney General and Chief of Staff, Counsels, Special Counsels, Directors, Confidential Assistants and others who provide counsel and assistance b. Deputy Attorney General and Chief of Staff, Associate Deputy Attorneys General, Senior Counsels, Counsels, Special Counsels, Special Assistants, Confidential Assistants and others who provide counsel and assistance c. Associate Attorney General and Principal Deputy Associate Attorney, Deputy Associate Attorneys General, Senior Counsel, Confidential Assistants and others who provide counsel and assistance Note: These are legacy records and are no longer accumulating. Electronic records for Eric Holder are scheduled under N1-060-10-025 and cover January of 2009 forward.
	Final Disposition: Permanent
	Item Status: Active
	Is this item media neutral?: No
	Explanation of limitation: These are only the electronic records of prior administrations. Paper records for these offices follow

	the following schedules, which are not media neutral: AG: N1-60-94-2, Item 1(a)3, Item 3, Item 4 DAG: NC1-60-81-14, Item 1a, Item 1b and N1-60-93-11, Item 1 ASG: NC1-60-85-5, Items 1a and 1b
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the tenure of the individual
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after Cutoff

Additional Information

First year of records accumulation	1996
End year of records accumulation	2009
What will be the date span of the initial transfer of records to the National Archives?	From 1996 To 2001
How frequently will your agency transfer these records to the National Archives?	Unknown Based on end of tenure

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
06/24/2015	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
02/24/2016	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
02/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
02/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist