

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>91-60-10-25</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>10/15/10</i>	
1. FROM (Agency or establishment) U. S. Department of Justice		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Records Management Policy			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Curt Francisco	5. TELEPHONE 202-514-6283	DATE <i>8 June 2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>2</u> 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/19/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director/OPM</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>USDOJ Offices of the Attorney General, Deputy Attorney General and Associate Attorney General Records</b>  Records of the Attorney General, Deputy Attorney General, Associate Attorney General and their staffs to include calendars, appointment books, schedules, briefing books and binders, logs, subject files, official invitations, speeches, testimony, chronological and correspondence files (not captured in the Controlled Correspondence Series maintained by the Department Executive Secretariat) and other records documenting meetings, appointments, events, telephone calls, trips, visits and others activities of these officials that contain unique substantive information relating to official activities.  (SEE ATTACHED)		

## USDOJ Senior Leadership Offices Records

1. Records of the Attorney General, Deputy Attorney General, Associate Attorney General and their program staffs to 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

*PERMANENT. Cut off at the end of the individual's tenure. Transfer to NARA ~~X~~ years after cutoff.* **25**

This schedule applies to the tenure of Attorney General Holder going forward, and supersedes:

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: NC1-60-81-14, Item 1a, Item 1b and N1-60-93-11, Item 2

AG tenures prior to AG Holder will remain covered by the aforementioned schedules.

This schedule does not include temporary administrative records covered by the General Records Schedule.

Non-Record material typically includes information only copies of correspondence, directives, forms and other documents on which no administrative action is recorded or taken; routing slips and transmittal sheets adding no information to that contained in the transmitted material; duplicate copies of documents maintained in the same file; extra copies of reports, briefing books, or other publications; copies of material from Westlaw, Lexis, Federal websites, and other publicly available information used to conduct research; catalogs, trade journals, and other publications that are received from Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken. These non-records should be destroyed immediately when no longer needed for conducting business.

Personal papers or files related solely to an individual's private affairs, which may include journals, personal correspondence and other materials not prepared or used for transacting Government business. Examples include personal invitations having no relationship to official duties, greeting cards received such as Christmas, birthday, get well or other notes of a personal nature which were not used to conduct official business, and thank you notes from an official which do not address an official function. Materials determined to be personal must be filed separately from business material.