

Request for Records Disposition Authority

Records Schedule Number DAA-0204-2011-0001

Schedule Status Modified Approved Version

Agency or Establishment Office of the Pardon Attorney

Record Group / Scheduling Group Records of the Office of the Pardon Attorney

Records Schedule applies to Agency-wide

Schedule Subject Executive Clemency Records Database (ECRD)

Internal agency concurrences will be provided No

Background Information The Office of the Pardon Attorney, in consultation with the Attorney General or his designee, assists the President in the exercise of executive clemency as authorized under Article II, Section 2, of the Constitution. Under the Constitution, the President's clemency power extends only to federal criminal offenses. All requests for executive clemency for federal offenses are directed to the Pardon Attorney for investigation and review. The Pardon Attorney prepares the Department's recommendation to the President for final disposition of each application. Executive clemency may take several forms, including pardon, commutation of sentence, remission of fine or restitution, and reprieve.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0204-2011-0001

Sequence Number	
1	Cases closed in FY 2011 and after Disposition Authority Number DAA-0204-2011-0001-0004
2	Office of the Pardon Attorney (OPA) Executive Clemency Records Database (EC RD)
2 1	Master File Disposition Authority Number DAA-0204-2011-0001-0002

Records Schedule Items

Sequence Number											
1	<p>Cases closed in FY 2011 and after</p> <p>Disposition Authority Number DAA-0204-2011-0001-0004</p> <p>Paper case files closed during FY 2011 and after, consisting of background material, DOJ's recommendation and the President's decision. The paper case file may not be complete and part of the case file may be in the Executive Clemency Records Database</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper case files only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off closed cases at end of FY</p> <p>Transfer to Inactive Storage Transfer to any appropriate FRC 1 year after cut off</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2011</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2011 To 2011</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>300.0 Cubic feet</td> <td>300.0 Cubic feet</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	300.0 Cubic feet	300.0 Cubic feet
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	300.0 Cubic feet	300.0 Cubic feet									

Microform		
Hardcopy or Analog Special Media		

2

Office of the Pardon Attorney (OPA) Executive Clemency Records Database (ECRD)

ECRD is a database engineered to serve as the primary record for presidential clemency applications from initial application to final disposition by the President. Through a variety of inputs and attached documents, case files will exist electronically as workflows within ECRD. Evaluations and recommendations will be recorded in and/or attached to workflows. The database will facilitate the use of various pieces of information to ease the processes of generating/responding to correspondence, generating statistical reports, and aiding in the evaluation of cases. Access to the system is limited to the staff of OPA.

2 1

Master File

Disposition Authority Number **DAA-0204-2011-0001-0002**

The information which is part of workflows within ECRD includes but is not limited to: petitioner's name, DOB, aliases, country of citizenship, social security number, Bureau of Prisons registration number, FBI number, date the petition was received, offense and sentencing information, name of institution, notes and evaluations derived from the deliberative process of OPA staff, relief code (type of clemency), DOJ recommendation letters, and date sent to Deputy Attorney General, decision and date of final action by the President, and other case-related information. Additionally, court and prison documents which detail a petitioner's federal conviction, sentence, and fulfillment of sentence will be electronically attached to workflows.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

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? **Yes**

GRS or Superseded Authority Citation **N1-204-08-001 / 2**

Disposition Instruction

Cutoff Instruction

Cut off data at the end of the calendar year after the case closes

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut off

Additional Information

First year of records accumulation 1918

What will be the date span of the initial transfer of records to the National Archives? From 1996 To 1996

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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
04/11/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
08/09/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
08/11/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
08/11/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/12/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist