

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0204-2024-0001

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	Department of Justice
Record/Scheduling Group	0204 - Records of the Office of the Pardon Attorney
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Pardon Attorney
Schedule Subject	Executive Clemency Indexes
Additional Schedule Information	<p>This records schedule consists of bound volumes containing indexes which record the adjudication or final decision of individuals seeking clemency. Included are books with handwritten entries showing basic information such as:</p> <ul style="list-style-type: none">• name of petitioner or surname/Christian name• offense• sentence• case file reference• date recommendation sent to Attorney General• Attorney General recommendation• date sent to President• President's final action or decision <p>The indexes are considered finding aids to clemency case files previously accessioned into the National Archives.</p>
Is There a Classified Version of This Schedule?	No
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: 0

Number of Permanent disposition items: 1

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-0204-2024-0001

Item #	Title	Disposition
0001	Executive Clemency Indexes	Permanent

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Records Schedule Items

DAA-0204-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Executive Clemency Indexes	
Item Description	Consists of various indexes under the following titles: <ul style="list-style-type: none">• Pardon Attorney Personal Record• Pardon Attorney Record Book• Pardon Attorney Index• Parole Book	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	None	
Manual Title	None	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	There is no cutoff instruction	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Direct offer to National Archives upon approval of schedule.	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	Not applicable	
Current Records Format	Paper-based textual records:9 oversized bound volumes	
Approximate first year of records covered by this authority	1916	
End year of records covered by this authority	Year: 1960	
Date span of the initial transfer	From: 01/01/1916 To: 12/31/1960	
Frequency of transfer	0	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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Signatory Information

Action	User	Date
Approve	Colleen Shogan	07/10/2024