

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2015-0005

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 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 paper and electronic 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. 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)

Offices, Boards and Divisions led by an Assistant Attorney General (AAG):

- Antitrust Division (ATR)
- Civil Division (CIV)
- Civil Rights Division (CRT)
- Criminal Division (CRM)
- Environment and Natural Resources Division (ENRD)
- Tax Division (Tax)
- Office of Legislative Affairs (OLA)
- Justice Management Division (JMD)
- Office of Legal Policy (OLP)
- Office of Legal Counsel (OLC)
- National Security Division (NSD)

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)
- Office of Justice Programs (OJP)

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-0060-2015-0005

Sequence Number	
1	Records of the Head of Component and Program Staff Direct Reports Disposition Authority Number: DAA-0060-2015-0005-0001

Records Schedule Items

Sequence Number											
1	<p data-bbox="345 380 1328 411">Records of the Head of Component and Program Staff Direct Reports</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0060-2015-0005-0001</p> <p data-bbox="345 485 1528 1398">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. Program staff 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 or 2) are positions filled by Presidential Appointment with Senate Confirmation. This series includes records documenting: • Programs, projects, activities, policies, decisions, operations, internal administration, and a variety of subjects related to the responsibilities of Department of Justice Components. • Official calendars, appointment books, schedules, itineraries; record copies of briefing books; 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, 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; and final copies of testimony presented as an official Departmental representative. • 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; and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documents 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.</p> <table data-bbox="345 1419 922 1818"> <tr> <td>Final Disposition</td><td>Permanent</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>No</td></tr> </table> <p data-bbox="345 1839 1049 1936">GRS or Superseded Authority Citation NC1-379-85-001 / 1 N1-170-00-001 / 1/a N1-170-00-001 / 1/c</p>	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?	No
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?	No										

N1-170-00-001 / 1/d
N1-118-09-003 / 1
N1-118-10-006 / B/B1
DAA-0060-2012-0011-0001
DAA-0060-2012-0011-0002
NC-174-000099 / 201-1
N1-060-10-031 / 1
N1-060-96-006 / 1
DAA-0060-2011-0027-0006
DAA-0436-2012-0008-0001
N1-129-90-001 / 1
N1-129-90-001 / 2
N1-129-90-001 / 3
N1-129-90-001 / 4
N1-129-90-001 / 5
N1-129-99-001 / 4
N1-060-93-018 / 1
N1-060-93-018 / 2
N1-060-88-009 / 1
N1-060-90-009 / 1
NC1-060-83-007 / 1a
NC1-060-83-007 / 1b
N1-060-88-007 / 1
N1-060-02-003 / 1
N1-060-89-010 / 1/a
N1-060-10-034 / 1
N1-060-01-001 / 1/a
N1-060-01-001 / 2
N1-170-00-001 / 2/a (Day forward from 01-01-2016)
N1-129-00-012 / 3 (Day forward from FY 2016)
N1-129-91-002 / 1 (Day forward from FY 2016)
N1-129-99-012 / 1 (Day forward from FY 2016)
N1-129-99-012 / 2 (Day forward from FY 2016)
N1-060-88-009 / 2 (Day forward from 01-01-2016)
N1-060-91-005 / 1 (Day forward from 01-01-2016)
N1-060-01-001 / 1/b (Day forward from 01-01-2016)
N1-060-01-001 / 1/c (Day forward from 01-01-2016)
N1-060-93-018 / 3 (Day forward from 01-01-2016)
N1-060-90-010 / 1
N1-060-02-003 / 2 (Day forward from 01-01-2016)
DAA-0060-2012-0011-0003 (Day forward from
01-01-2016)
N1-129-99-012 / 10
DAA-0379-2013-0001-0001 (Day forward from
01-01-2016 for Deputy Director's and Associate
Director's records only)

N1-170-00-001 /1/b (Day forward from 01-01-2016)
DAA-0527-2013-0027-0001
N1-527-02-002 / 1

Disposition Instruction

Cutoff Instruction

Cut off at the end of calendar year in which the official ends his/her tenure.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

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

From 1980 To 1994

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

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	340 GB	50 GB
Paper	800 Cubic feet	50 Cubic feet
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
01/29/2015	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/15/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/30/2016	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/09/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
01/08/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/07/2018	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
02/07/2018	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/13/2022	Return for Revision	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
09/14/2022	Submit For Certification	Patrice Davis	Assistant Director O RMP	Justice Management Division - Office of Records Management Policy FOIA and Ediscovery
09/14/2022	Certify	Patrice Davis	Assistant Director O RMP	Justice Management Division - Office of

				Records Management Policy FOIA and Ediscovery
09/28/2022	Submit for Concurrency	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
10/03/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2022	Submit for Concurrency	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
10/03/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/04/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

Item	Bucket Title	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title include file / manual code if applicable	Superseded Series Description	Superseded Authority	Superseded Retention	Office of Record
DAA-0060-2015-0005-0001	Records of the Head of Component and Program Staff Direct Reports	Permanent	Cut off at the end of calendar year in which the official ends his/her tenure. Transfer to the National Archives 25 years after cutoff.	Records of Assistant Attorneys General and Deputy Assistant Attorneys General, Antitrust Division - Assistant Attorneys General	Alphabetical subject files consisting of correspondence, memoranda, and other working papers documenting program activities and projects relating to the responsibilities of the office.	N1-060-93-018 / 1	Permanent	Antitrust Division
				Records of Assistant Attorneys General and Deputy Assistant Attorneys General, Antitrust Division - Deputy Assistant Attorneys General	Alphabetical subject files consisting of correspondence, memoranda, and other working papers documenting program activities and projects relating to the responsibilities of the office.	N1-060-93-018 / 2	Permanent	Antitrust Division
			Day forward from 01-01-2016	Records of Assistant Attorneys General and Deputy Assistant Attorneys General, Antitrust Division - Special Assistants	Subject, reference and working files of Special Assistants to the AAG and/or DAAG.	N1-060-93-018 / 3	Temporary	Antitrust Division
				Office of the Assistant Attorney General, Civil Division - Official files of the Assistant Attorney General, Civil Division (AAG/CIV)	Official files of the Assistant Attorney General, Civil Division (AAG/CIV). Files consist of all subject, project, and other correspondence relating to the policies and/or operations of the Civil Division.	N1-060-88-009 / 1	Permanent	Civil Division
			Day forward from 01-01-2016	Office of the Assistant Attorney General, Civil Division - Official files of Civil Division Special Assistants (SA)	Official files of Civil Division Special Assistants (SA). Files consist of all subject, project, and other correspondence relating to the operations of the Civil Division.	N1-060-88-009 / 2	Temporary	Civil Division
				Office of the Assistant Attorney General, Civil Division - Official files of the Deputy Assistant Attorneys General, Civil Division (DAAG/CIV)	Official files of the Deputy Assistant Attorneys General, Civil Division (DAAG/CIV). Files consist of all subject, project, and other correspondence relating to the policies and operations of the Civil Division.	N1-060-90-009 / 1	Permanent	Civil Division
				Civil Rights Division – Office of the Assistant Attorney General - Files of the Assistant Attorney General (AAG)	Files of the Assistant Attorney General (AAG) consisting of official subject, project and correspondence files documenting programs activities and projects relating to the responsibilities of the AAG and the Civil Rights Division.	NC1-060-83-007 / 1/A	Permanent	Civil Rights Division
				Civil Rights Division – Office of the Assistant Attorney General - Files of the Deputy Assistant Attorney General (DAAG)	Files of the Deputy Assistant Attorney General (DAAG) consisting of subject, project and correspondence files documenting programs, activities, and projects relating to the Civil Rights Division.	NC1-060-83-007 / 1/B	Permanent	Civil Rights Division
				Office of the Assistant Attorney General, Civil Rights Division - Files of Special Assistants to the Assistant Attorney General	Files of Special Assistants to the Assistant Attorney General, consisting of official subject, project and correspondence files documenting the programs, projects, and activities of the Civil Rights Division.	N1-060-90-010 / 1	Permanent	Civil Rights Division
				Records of the Assistant Attorney General, Criminal Division (AAG/CRM) and Deputy Assistant Attorneys General, Criminal Division (DAAG/CRM) - Files of the Assistant Attorney General	Alphabetical subject files and chronological files of the AAG/CRM consisting of correspondence, memoranda, and other working papers relating to housekeeping matters, internal administration, programs, projects and other case related matters which are maintained for the AAG/CRM.	N1-060-88-007 / 1	Permanent	Criminal Division
			Day forward from 01-01-2016	Records of the Deputy Assistant Attorneys General (DAAG), Criminal Division (CRM)	Alphabetical files of the DAAG/CRM consisting of subject, project and correspondence files documenting programs, activities, and projects relating to the Criminal Division functions.	N1-060-91-005 / 1	Temporary	Criminal Division
				New Item	New Item (This schedule will cover previously unscheduled records of Criminal Division special assistants, or other positions fulfilling the same role and with the same reporting relationship, per the selection criteria in the schedule.)	None	None	Criminal Division
				Records of the Office of the Assistant Attorney General - Official records of the office - Files of the Assistant Attorney General (AAG)	Files of the Assistant Attorney General (AAG) consisting of official subject, project and correspondence files documenting projects, activities and programs relating to the responsibilities of the AAG and the Land & Natural Resources Division. (The Land and Natural Resources Division was later renamed the Environment and Natural Resources Division.)	N1-060-89-010 / 1/a	Permanent	Environment and Natural Resources Division (previously known as the Land and Natural Resources Division)
				Records of Deputy Assistant Attorneys General and Special Assistants, Environment and Natural Resources Division – Files maintained by/for Deputy Assistant Attorneys General (DAAG)	Files maintained by/for Deputy Assistant Attorneys General (DAAG), consisting of subject, project and correspondence files documenting programs, activities and projects relating to the Environment and Natural Resources Division.	N1-060-02-003 / 1	Permanent	Environment and Natural Resources Division
			Day forward from 01-01-2016	Records of Deputy Assistant Attorneys General and Special Assistants, Environment and Natural Resources Division - Special Assistants	Subject, reference and working files of Special Assistants to the AAG and/or DAAG.	N1-060-02-003 / 2	Temporary	Environment and Natural Resources Division
				Program Files of High Level Officials - Records of the Assistant Attorney General, Deputy Assistant Attorneys General, Chief of Staff, and Counsels	Records of the Assistant Attorney General, Deputy Assistant Attorney General, Chief of Staff, and Counsels consisting of memos, correspondence, reports, testimony, briefings, legal opinions, and substantive working papers and drafts. May also be used for issue-specific collections of records maintained on behalf of the NSD.	N1-060-10-034 / 1	Permanent	National Security Division

Item	Bucket Title	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title include file / manual code if applicable	Superseded Series Description	Superseded Authority	Superseded Retention	Office of Record
				Records of the Office of the Inspector General - Records of the Inspector General	Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, organization, operations, internal administration and a variety of subjects related to the functional responsibilities of the Inspector General. Records include, but are not limited to -Actual or potential investigations and reviews, -Jurisdiction, -Legislative history, -Administrative oversight, -Records related to specific activities, assignments, or actions taken, -Annual lists compiled by the Inspector General and submitted to the Attorney General as a discussion of top management and performance challenges facing the Department of Justice, -Official calendars, appointment books, schedules, record copies of briefing books, logs, annotated copies of meeting agendas and minutes, handwritten meeting notes where specific guidance, direction, or tasking is memorialized, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Inspector General while serving in an official capacity but not routine business such as conducting evaluations, audits and administrative activities, - Official invitations, -Drafts of documents (including correspondence, memoranda, 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, -OIG involvement with professional organizations, -Outgoing non-investigative correspondence signed/initialed by the Inspector General, -Incoming Correspondence routed to the Inspector General for information and sometimes for action.	DAA-0060-2012-0011-0001	Permanent	Office of the Inspector General
				Records of the Office of the Inspector General - Records of the Deputy Inspector General	Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, organization, operations, internal administration and a variety of subjects related to the functional responsibilities of the Deputy Inspector General. Records include, but are not limited to -Actual or potential investigations and reviews, -Jurisdiction, -Legislative history, -Administrative oversight, -Records related to specific activities, assignments, or actions taken, -Official calendars, appointment books, schedules, record copies of briefing books, logs, annotated copies of meeting agendas and minutes, handwritten meeting notes where specific guidance, direction, or tasking is memorialized, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Deputy Inspector General while serving in an official capacity but not routine business such as conducting evaluations, audits and administrative activities, -Official invitations, -Drafts of documents (including correspondence, memoranda, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies, -Final versions of speeches delivered in an official capacity, -OIG involvement with professional organizations, -Outgoing non-investigative Controlled and Uncontrolled Correspondence signed/initialed by the Deputy Inspector General, -Incoming Controlled and Uncontrolled Correspondence routed to the Deputy Inspector General for information and sometimes for action.	DAA-0060-2012-0011-0002	Permanent	Office of the Inspector General
			Day forward from 01-01-2016	Records of the Office of the Inspector General - OIG Subject Files of the Senior Counsel and Counselor to the Inspector General	Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, and matters of interest to the Inspector General and Immediate Office staff. Subjects include, but are not limited to, actual or potential investigations and reviews, jurisdiction, legislative history, administrative oversight, and OIG involvement with professional organizations. Records are maintained in alphabetical order by subject.	DAA-0060-2012-0011-0003	Temporary	Office of the Inspector General
				Office of Legal Counsel - OLC Leadership Program Records - Records of the Assistant Attorney General, Senior Level Staff to include Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, and Special Counsels and Attorney Advisers	Records of the Assistant Attorney General, Senior Level Staff to include Deputy Assistant Attorneys General, Counsels to the Assistant Attorney General, and Special Counsels and Attorney Advisors to include calendars, appointment books, bill comments, schedules, subject files, chronological and correspondence files that monitor or control program actions as well as other records that document meetings, appointments, telephone calls, or other work-related activities. These records may contain unique substantive information related to providing legal advice to the President and all of the Executive Branch agencies, drafting legal opinions, serving as outside counsel for the other agencies of the Executive Branch, providing advice to the Department, reviewing all proposed orders of the Attorney General, and other mission-specific functions of the Office of Legal Counsel.	N1-060-10-031 / 1	Permanent	Office of Legal Counsel
				Records of the Office of Professional Responsibility - OPR Deputy Counsel Files	Official files of OPR Deputy Counsel. Files consist of subject, project, emails, and other correspondence relating to the policies and/or operations of the Office of Professional Responsibility.	DAA-0060-2011-0027-0006	Permanent	Office of Professional Responsibility
				Records of the Solicitor General - Files of the Solicitor General	Includes subject, project, correspondence, court arguments and case matter files, speeches, chronological files, etc. May also include schedules of daily activities, e.g. calendars and appointment books, and telephone logs.	N1-060-96-006 / 1	Permanent	Office of the Solicitor General
				Office of the Assistant Attorney General Tax Division - Files of Assistant Attorneys General, Tax Division (AAG/TAX) - Policies and Operations Files	Policies and operations files. Files consist of all subject, project, chron and other correspondence relating to the policies and/or operations of the Tax Division.	N1-060-01-001 / 1/a	Permanent	Tax Division

Item	Bucket Title	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title include file / manual code if applicable	Superseded Series Description	Superseded Authority	Superseded Retention	Office of Record
			Day forward from 01-01-2016	Office of the Assistant Attorney General, Tax Division - Files of Assistant Attorneys General, Tax Division (AAG/TAX) - AAG Calendars and Phone Logs	AAG calendars and phone logs. Paper versions of the Assistant Attorney General for the Tax Division's calendars and schedules. The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants.	N1-060-01-001 / 1/b	Temporary	Tax Division
			Day forward from 01-01-2016	Office of the Assistant Attorney General, Tax Division - Files of Assistant Attorneys General, Tax Division (AAG/TAX) - AAG Electronic Calendars	AAG electronic calendars. Electronic versions of the Assistant Attorney General for the Tax Division's calendars and schedules. The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants.	N1-060-01-001 / 1/c	Temporary	Tax Division
				Office of the Assistant Attorney General, Tax Division - Files of all other legal employees in the Office of the Assistant Attorney General	Files of all other legal employees in the Office of the Assistant Attorney General, consisting of subject, project, and other correspondence files documenting programs and activities relating to the Tax Division.	N1-060-01-001 / 2	Permanent	Tax Division
				Executive Meeting Minutes	Minutes of regular recurring staff meetings and other meetings presided over by the Director, Deputy Director, or Director's Chief of Staff.	DAA-0436-2012-0008-0001	Permanent	Bureau of Alcohol, Tobacco, Firearms, and Explosives
				Records of the Office of the Director - Director's Letters to Assistant Directors, Regional Directors, and Chief Executive Officers ("Director's Blue Letters"), 1937 -	Circular letters sent once or twice a month to Executive Staff members and Wardens. The letters include explanations of policy issues, instructions on procedures, comments on correctional methods, analyses of problems, news of significant events in the Bureau, and updates on the Director's activities.	N1-129-90-001 / 1	Permanent	Bureau of Prisons
				Records of the Office of the Director - Memorandums to the Justice Department, 1987 -	Memorandums, reports, letters, notes, and attachments submitted to the Attorney General, Deputy Attorney General, Assistant Attorneys General, and other top-level Justice Department officials by the Director of the Bureau of Prisons. Included are the Director's regular weekly reports to the Attorney General, information updates, and briefing papers relating to the Director's activities, inter-agency liaison, policy development, legislation, meetings, long-range planning issues, court cases involving the Bureau of Prisons, and notable occurrences in the Federal prison system.	N1-129-90-001 / 2	Permanent	Bureau of Prisons
				Records of the Office of the Director - Subject Files, ca. 1970 -	Incoming and outgoing correspondence, memorandums, reports, transcripts, newspaper clippings, publications, and other papers relating to a wide variety of topics, including correctional methods and technologies, Bureau facilities, policy development, budgetary matters, the United Nations, the American Correctional Association, Prison Industries, current and former staff members, and court cases.	N1-129-90-001 / 3	Permanent	Bureau of Prisons
				Records of the Office of the Director - Calendar Files, 1980 -	Outgoing correspondence signed by the Director which often provides unique documentation on specific issues.	N1-129-90-001 / 4	Permanent	Bureau of Prisons
				Records of the Office of the Director - Executive Staff Papers, 1973 -	Minutes, agendas, correspondence, position papers, background reports, progress reports, drafts of policy statements, and other materials used by members of the Bureau's Executive Staff in reaching decisions on policies and programs. The Executive Staff consists of the Bureau's Director, Assistant Directors, Regional Directors, and General Counsel, as well as the Executive Director of the National Institute of Corrections. The Executive Staff Papers were compiled as reference materials for the bi-monthly meetings of the Executive Staff.	N1-129-90-001 / 5	Permanent	Bureau of Prisons
				Office of the Director - Institution Files	Correspondence and memoranda documenting actions and issues at various correctional facilities. Examples include privately-managed prisons, age waivers for potential employees, staffing patterns, and inmate telephone use. Also included are "after-action reports" on disturbances, and memoranda to the Deputy Attorney General (DAG) on matters such as inmate deaths and suicides, and media attention.	N1-129-99-001 / 4	Permanent	Bureau of Prisons
				Information, Policy, and Public Affairs - Office of Public Affairs - Speeches	Official speeches of the Director, some with autograph corrections and/or addenda, given to professional associations, religious and political organizations, university students and other groups.	N1-129-99-012 / 10	Permanent	Bureau of Prisons
			Day forward from FY 2016	Records of the Regional Director - Subject Files	Correspondence, memoranda, reports and other documentation covering topics such as membership and activities in professional organizations, bylaws of a regulatory board, capacity planning, and program review.	N1-129-00-012 / 3	Temporary	Bureau of Prisons
			Day forward from FY 2016	Records of the Assistant Director of Administration - Subject Files	Correspondence, reports, publications, and other papers	N1-129-91-002 / 1	Temporary	Bureau of Prisons
			Day forward from FY 2016	Records of the Assistant Directors Office - Subject Files	Correspondence, memoranda, printouts, draft testimony, reports and other records	N1-129-99-012 / 1	Temporary	Bureau of Prisons
			Day forward from FY 2016	Records of the Assistant Directors Office - Assistant Directors Files	Copies of reports, charts, statistics, talking points, journal articles, speeches, correspondence and memoranda	N1-129-99-012 / 2	Temporary	Bureau of Prisons
				Files of the Office of the Director	Records consist of program, official, subject, project, and correspondence files documenting program activities and projects relating to the responsibilities of the CRS.	NC1-379-85-001 / 1	Permanent	Community Relations Service
			Day forward from 01-01-2016 for Deputy Director's and Associate Director's records only	Deputy Director's, Associate Director's Regional Director's Files	Records of the Associate Director and Regional Director to include calendars, appointment books, invitations, subject files, Delegation of Authority. This also includes program, project, and correspondence files documenting policy formulation and program responsibilities relating to coordination with the Director on matters of technical assistance, administration, and policy development within the CRS.	DAA-0379-2013-0001-0001	Temporary	Community Relations Service

Item	Bucket Title	New Retention	Series Level Cut off Instructions, where applicable	Current Series Title include file / manual code if applicable	Superseded Series Description	Superseded Authority	Superseded Retention	Office of Record
				Official Records of the DEA Administrator – Drug Enforcement Administration – Subject Files	Records documenting the accomplishments, programs, activities, and projects of the Administrator.	N1-170-00-001 / 1/a	Permanent	Drug Enforcement Administration
			Day forward from 01-01-2016	Official Records of the DEA Administrator – Drug Enforcement Administration – Chronological Files	Signed outgoing correspondence and attachments from latest to earliest date of signature.	N1-170-00-001 / 1/b	Temporary	Drug Enforcement Administration
				Official Records of the DEA Administrator – Drug Enforcement Administration - Working Files	Working files of the Administrator maintained under the supervision of the Executive Assistant. Includes calendars, appointment books, schedules, briefing books, binders, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, seminars, and other activities that contain unique and substantive information relating to official activities of the Administrator.	N1-170-00-001 / 1/c	Permanent	Drug Enforcement Administration
				Official Records of the DEA Administrator – Drug Enforcement Administration – Committee and Conference Participation	Records documenting the Administrator's participation in committees and conferences (joint, intra-agency, and international). Included are agenda, minutes, final reports, and related records documenting the accomplishments and actions by the Administrator.	N1-170-00-001 / 1/d	Permanent	Drug Enforcement Administration
			Day forward from 01-01-2016	Official Records of the DEA Administrator – Drug Enforcement Administration - Records of the Executive Assistant and Special Assistant to the Administrator – Recordkeeping copy	Records documenting the activities and projects of the Executive Assistant and Special Assistant to the Administrator. Included are calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities that contain unique and substantive information relating to the official activities of the Administrator's staff.	N1-170-00-001 / 2/a	Temporary	Drug Enforcement Administration
				Office of the Director Correspondence	Office of the Director correspondence includes memoranda signed by the Director, EOUSA with regard to policy and other guidance to the United States Attorneys, congressional correspondence, program activities and projects relating to the responsibilities of EOUSA. The COMMS Center is the control point for these communications. All correspondence (policy) signed by the Director from 1990 to present is available electronically and will be provided to NARA electronically when NARA standards can be met. When NARA standards cannot be met, the records will be provided in hard copy.	N1-118-09-003 / 1	Permanent	Executive Office of U.S. Attorneys
				Non-Case File Official Records created by/for each United States Attorney within the 94 Judicial Districts - Subject, Project, and Correspondence Files	All United States Attorneys' subject, project, and correspondence files, including press releases and official speeches documenting programs, activities, and projects as well as working files, official calendars, appointment books, schedules, itineraries, briefing books and binders, logs and other records documenting meetings, and telephone calls; handwritten meeting notes where specific guidance, direction, or tasking is memorialized; meeting agenda and minutes where DOJ is the lead or host (to include annotated copies as well as substantive drafts); files relating to specific activities and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documenting events, telephone calls, trips, visits and other activities of these officials that contain unique substantive information that document or relate to the activities of the United States Attorneys which contain substantive information.	N1-118-10-006 / B/B1	Permanent	Executive Office of U.S. Attorneys
				Planning and Management Records - Executive Management Files - Executive Chronological Files	Chronological file consisting of copies of outgoing correspondence signed by the Administrator or Deputy Administrators and copies of significant letters dispatched at lower levels but forwarded for personal information of the Office of Administration.	NC-174-099 / 201-01	Permanent	Office of Justice Programs (previously known as the Law Enforcement Assistance Administration)
				Speeches and Congressional Testimony by Executive Staff	Recordkeeping copy of speech or testimony prepared for the Director, Deputy Director, Associate Director for Operations, or Associate Director for Administration. Records may include prepared speeches and transcripts.	DAA-0527-2013-0027-0001	Permanent	United States Marshals Service
				Orientation and Briefing Books	A collection of miscellaneous materials assembled together for Senior Management of the United States Marshals Service. The purpose of providing these materials is to assist them in providing testimony to the Department of Justice, Congress, and other organizations.	N1-527-02-002 / 1	Permanent	United States Marshals Service