Request for Records Disposition Authority

Records Schedule Number	DAA-0060-2017-0034	
Schedule Status	Approved	
Agency or Establishment	Department of Justice	
Record Group / Scheduling Group	General Records of the Department of Justice	
Records Schedule applies to	Agency-wide	
Schedule Subject	Department of Justice Special Collections	
Internal agency concurrences will be provided	Νο	

Background Information

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Item Count

Number of Total Disposition Items	1		Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval



Outline of Records Schedule Items for DAA-0060-2017-0034

Sequence Number	
1	Records Created by Special Investigations Disposition Authority Number: DAA-0060-2017-0034-0001
	Records Provided to Investigative Bodies Disposition Authority Number: DAA-0060-2017-0034-0002

2



Records Schedule Items

Sequence Number

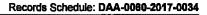
1

Records Created by Special Investigations

Disposition Authority Number DAA-0060-2017-0034-0001

This item includes records created or received during the course of special cases, commissions, or investigations related to high-level legal or law enforcement mission work that has been authorized or directed by the Attorney General or Deputy Attorney General. These collections are managed and maintained as a discrete body of records specific to the individual investigation. These records are generated by, and captured from, multiple and varied internal and external sources and are held as a unique collection because of the subject investigation and associated publicity and significant public interest. Records may include email, text messages, voicemail, notes, recordings and photographs on mobile devices, email records, instant messages, and investigative work product including drafts and notes, collected material, exhibit material, testimony, interview records transcripts, legal process returns. Collections may also include trial team records and the final report of the investigation. Due to the generally high profile nature of special investigations, all records created during the course of an investigation are retained with the exception of routine administrative records specifically identified and described by the General Records Schedules.

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?	No
Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after completion of case or project
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown This depends on the date spans of the individual cases or projects.
How frequently will your agency transfer these records to the National Archives?	Unknown This depends on the unique completion dates of the individual cases or projects.



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Records Provided to Investigative Bodies

Disposition Authority Number DAA-0060-2017-0034-0002

This item includes records created or compiled by the Department during the course of preparing and responding to a specific request or requirement to provide access to Department information or to provide law enforcement assistance made by any investigative body as established or authorized by specific legislation, regulation, or order where the Department is called upon to aid or support the work of the requesting body and where the request is of high level importance such that the response is directly overseen by the offices of the Attorney General, Deputy Attorney General, or Associate Attorney General. Methods for providing access may include making loans, making records available for review, briefings, or otherwise preparing the records for use by the investigative body. Due to the high profile nature of these requests, the item includes both the collected records provided to the investigative body and documentation of senior leadership activities to collect and prepare the records, including search or compilation strategies.

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?	Νο
GRS or Superseded Authority Citation	N1-060-05-001 / 1
Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after completion of case or project
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 2002 To 2004
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer depends on the individual date ranges of the case or project.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority



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	Ву	Title	Organization
08/23/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operațions	Justice Management Division - Office of Records Mgt Policy
11/19/2018	Return for Revisio n	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/20/2018	Submit For Certific ation	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
11/20/2018	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/18/2018	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
12/19/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
12/19/2018	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
12/19/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist