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| Number of Total Disposition Items | 1 | | Number of Withdrawn Disposition Items |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

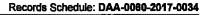
1

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. |



2

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 |