

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0025
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Major Subdivision
Major Subdivision Justice Management Division
Minor Subdivision Executive Secretariat
Schedule Subject Congressional Records
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2017-0025

Sequence Number	
1	Congressional Committee Chairman Correspondence Disposition Authority Number: DAA-0060-2017-0025-0001
2	Congressional Correspondence Disposition Authority Number: DAA-0060-2017-0025-0002

Records Schedule Items

Sequence Number	
1	<p>Congressional Committee Chairman Correspondence</p> <p>Disposition Authority Number DAA-0060-2017-0025-0001</p> <p>These consist of letters and attachments transmitted by Congressional committee and subcommittee chairmen, minority leaders, etc., regarding issues of Department interest, together with copies of any department responses.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-060-91-004 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of each Congress.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2006</p> <p>How frequently will your agency transfer these records to the National Archives? Every 2 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	250 MB
Paper		5 Cubic feet

Microform		
Hardcopy or Analog Special Media		

2

Congressional Correspondence

Disposition Authority Number **DAA-0060-2017-0025-0002**

Consists of letters and attachments transmitted by individual members of Congress on a variety of matters, especially constituent referrals, with copies of Department responses to these letters. The contents of these files are duplicated in the files maintained by other Departmental components assigned the responsibility for preparing a response.

Final Disposition **Temporary**

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 **N1-060-91-004 / 2**

Disposition Instruction

Cutoff Instruction **Cut off at the end of each Congress.**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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
10/19/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
06/05/2018	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist