

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0204-2024-0003

Status: APPROVED
Date Approved: 11/12/2024

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	Clemency Correspondence
Additional Schedule Information	This records schedule documents the exchange of information and communications between citizens and federal stakeholders on matters relating to the executive clemency process.
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: 1

Number of Permanent disposition items: 0

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-0204-2024-0003

Item #	Title	Disposition
0001	Non-Case Related Correspondence	Temporary

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Records Schedule Items

DAA-0204-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-Case Related Correspondence	
Item Description	<p>Consists of incoming correspondence in written or electronic form, addressed to the President, or coming from citizens or local and state governments, and an outgoing reply. Incoming correspondence may be received through various communication channels (e.g., postal mail, email, telephone, voice memos, voicemail, etc.). Correspondence of this type is not considered part of a case file. Includes, but is not limited to:</p> <ul style="list-style-type: none">• writers seeking advice or information about clemency process (e.g., filing instructions, forms, requests to open a case, etc.)• writers seeking assistance with state convictions• writers seeking verification of granted clemency• writers inquiring about expungement related matters• writers inquiring about immigration matters• writers with unclear or vague requests <p>NOTE 1: Original incoming source documents (i.e., handwritten form) are eligible for destruction 6 months after imaging is completed and verified in accordance with General Records Schedule (GRS) 4.5, Item 010.</p> <p>NOTE 2: Unsolicited autobiographical materials (e.g., books, photographs, audiovisual materials, digital video, etc.) are covered by the General Records Schedule (GRS) 5.2, Item 010.</p> <p>NOTE 3: Correspondence in written or electronic form advocating or encouraging clemency (i.e., write-in campaigns) for an individual(s) is disposed of in accordance with GRS 6.4, Item 020. A memo to file indicating how many letters were written or the number of email communications received is incorporated into the case file.</p> <p>NOTE 4: Original correspondence and attachments from members of Congress relating to their constituents and the Office of the Pardon Attorney's (PARDON) response to these letters are scheduled under Disposition Authority Number</p>	

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	DAA-0060-2017-0025-0002.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
NC1-204-79-01/ 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off files at the end of the calendar year in which a response is sent or not required.
Retention Period	Destroy 5 year(s) after cut off.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024