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Request for Records Disposition Authority

Records Schedule Number: DAA-0060-2016-0004

Schedule Status: Appraiser Working Version

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: Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees

Internal agency concurrences will be provided: No

Background Information

This schedule applies to records received or created by any selection committee within a Department of Justice Component (bureaus, offices, boards, divisions, etc.) as part of the evaluation and selection process for filling job vacancies in the Competitive Service, the Excepted Service, and the Senior Executive Service, as well as volunteer and unpaid internship positions. This schedule does not cover documentation held in the case files or official personnel files maintained by Department of Justice human resources offices. This schedule applies to vacancies filled through case examining (delegated examining), standing registers, merit promotions, special recruitment programs, special appointing authorities, or volunteer and unpaid internship programs. Examples of special recruitment programs Components may utilize may include, but are not limited to the Attorney General's Honors Program, the Summer Law Intern Program, and the Pathways Programs. Examples of special appointment authorities are the Veterans' Recruitment Appointment (VRA) authority, the Veterans Employment Opportunity Act (VEOA) program, and the Schedule A 213.3102(u) appointing authority for individuals with disabilities. This schedule does not apply to vacancies filled by political appointments.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2016-0004

Sequence Number

1

Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees
Disposition Authority Number: DAA-0060-2016-0004-0001

Records Schedule Items

Sequence Number		
1	Job Application Materials and Candidate Evaluation Records Held by DOJ Component-Level Selection Committees	
	Disposition Authority Number	DAA-0060-2016-0004-0001
	<p>Records received or created by DOJ Component-level selection committees or other staff who are involved in the evaluation and selection process for filling job vacancies. Records may include but are not limited to copies of job application materials, records generated during the process of vetting and interviewing applicants, and all other records that reflect the decisions made in the evaluation and selection process.</p>	
	Final Disposition	Temporary
	Item Status	Pending
	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
	GRS or Superseded Authority Citation	NC1-064-77-010 / 8 (GRS 1 / 8) NC1-060-81-016 / 1
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which the vacancy is closed by hire or non-selection, or final settlement of any associated litigation or appeal, whichever is later.
	Retention Period	Destroy 2 year(s) after cutoff. Longer retention is authorized when covered by an active NARA records schedule approved for specific use by a DOJ bureau, office, board, or division.
	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
07/12/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/12/2016	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
08/12/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy

Executive Summary

Summary

The Department of Justice requests disposition authority for job application materials and candidate evaluation records held by component-level selection committees. Proposed for temporary retention are job applications and related materials, and records created during the interview and vetting process. These records have temporary value because they have little to no research value and do not document significant actions of Federal officials.

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested

Comments Received

Required

2016-10-19

1

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*not
2/3/17*