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"Rummaging in the government's attic"

15-February-2010

18-April-2011

Description of document:

Records released in response to a request for Department of Justice (DOJ) Office of Legislative Affairs (OLA) records retention schedules and records pertaining to those schedules, 1998, 2001

Requested date:

Released date: 30-September-2010

Posted date:

Source of document:

Chief of Staff Office of Information Policy Department of Justice Suite 11050 1425 New York Avenue, N.W. Washington, D.C. 20530-0001 Fax: (202) 514-1009 Email: DOJ.OIP.Initial.Requests@usdoj.gov

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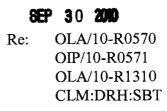


## **U.S. Department of Justice**

Office of Information Policy

Telephone: (202) 514-3642

Washington, D.C. 20530



This is an interim response to your Freedom of Information Act request dated February 15, 2010, and received in this Office on March 3, 2010, in which you requested a copy of the records retention schedules for the Office of Legislative Affairs, as well as records pertaining to those schedules. This response is made on behalf of the Offices of Legislative Affairs (OLA) and Information Policy (OIP).

We have conducted a records search in OLA and have located two documents, totaling four pages, that are responsive to your request. I have determined that these documents are appropriate for release without excision and copies are enclosed. Inasmuch as this completes our work on your request for records from OLA, we are closing the administrative tracking number (OLA/10-R0570) assigned to that request.

With regard to your request for records from OIP, please be advised that we have located records that may be responsive to your request. We will respond to you again once our disclosure determinations are made on this material. I trust that this response satisfies your August 29, 2010 letter seeking a status update on this request.

Finally, please be advised that we are in receipt of your letter dated August 25, 2010, in which you requested the records retention schedules maintained by OLA. As this request is seeking the same material which we are providing at this time, we are closing the administrative tracking number (OLA/10-R1310) assigned to it as a duplicate of your February 15, 2010 request.

If you are not satisfied with my response on behalf of the Office of Legislative Affairs, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001. Your appeal must be received within sixty days from the date of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

Carmen L. Mallon Chief of Staff

Enclosures

REQUEST	JOB NUMBER NI-060-08-26									
To NATIO 8601	NI-060-08-26 Date received 8/22/08									
	ncy or establishment) artment of Justice		NC							
2 MAJOR SUE Office 3 MINOR SUE	In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10									
	RSON WITH WHOM TO CONFER	DATE ARCHIVIST OF THE UNITED STATES								
Saundra M. Callier 202-616-9864			3/6/09 Advience Shome							
6 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 on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required - X is attached, or has been requested.										
DATE SIGNATURE OF AGENCY REPRESENTATIVE			Director, ORMP							
7 ITEM NO	8 DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9 GRS SUPERSEI CITAT	DED JOB	10 ACTION TAKEN (NARA USE ONLY)					
	SEE ATTACHED									

## Nomination Files Maintained in the Office of Legislative Affairs

The Assistant Attorney General for the Office of Legislative Affairs (OLA) has the responsibility for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to Congress. As such, OLA participates in the Senate confirmation process for Department nominees, such as the Attorney General, Deputy Attorney General, Associate Attorney General, Assistant Attorneys General, other Senate-confirmed heads of Divisions and Components, United States Attorneys, and United States Marshals.

## Senate Judiciary Questionnaires and Nominee's Responses to Committee Questions

OLA is the official custodian of the completed Senate Judiciary Questionnaires and nominee responses to Committee questions, including those submitted after the hearing, for all Department nominees, except for U.S. Attorneys and the U.S. Marshals. The official custodian of the completed Questionnaires and responses to Committee questions for U.S. Attorney and U.S. Marshal nominees are the Executive Office for United States Attorneys and the U.S. Marshal Service, respectively.

The Questionnaires for which OLA is the official custodian are completed by nominees and submitted by OLA to the Senate Judiciary Committee. They contain both public and confidential portions. Also included in OLA's official files relating to each nomination are nominee responses OLA submits to Committee questions, including questions for the record of the nominee's confirmation hearing.

Other than conferring with nominees about the Questionnaires and their responses to Committee questions in the course of the confirmation process, OLA does not use these documents nor have any need for them beyond a confirmed nominee's departure from the Department or the withdrawal of an individual's nomination. The Senate Judiciary Committee maintains records of these documents for each nominee, and the public portion of the Senate Judiciary Questionnaire, along with the nomination hearing transcript, and the nominee's responses to Committee questions are printed in the Committee's hearing record by the Government Printing Office, which remains publicly available.

1. OLA files for the confirmation of the Attorney General, the Deputy Attorney General the Associate Attorney General, the Drug Enforcement Agency Administrator, the Directors of the Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, Firearms and Explosives, United States Marshals Service, Office of the Solicitor General, and the Assistant Attorneys General for the Office of Legal Counsel, Antitrust Division, Civil Division, Civil Rights Division, Criminal Division, Environment and Natural Resources Division, National Security Division and Tax Division.

Disposition: PERMANENT. Cutoff at the end of the calendar year in which the respective Senate-confirmed individuals leave the Department of Justice. Transfer to the National Archives and Records Administration 10 years after cutoff.

2. OLA files for all other Senate-confirmed individuals.

Disposition: TEMPORARY. Cutoff at the end of the calendar year in which the Senate-confirmed individuals leave the Department of Justice. Destroy/delete 3 years after cutoff.

3. OLA files for individuals whose nominations for Senate-confirmed positions are withdrawn.

Disposition: TEMPORARY. Cutoff at the end of the calendar year in which the nominations are withdrawn. Destroy/delete 3 years after cutoff.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				JOB NO. 11-60-91-B				
(See Instructions on reverse)								
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				DATE RECEIVED 9-91				
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Kevin Jones, Depity Director 514-4604				1/12/11				
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