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*"Rummaging in the government's attic"*

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: 15-February-2010

Released date: 30-September-2010

Posted date: 18-April-2011

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](mailto: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

**SEP 30 2010**

Re: OLA/10-R0570  
OIP/10-R0571  
OLA/10-R1310  
CLM:DRH:SBT

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

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-08-26</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/22/08</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  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	
2 MAJOR SUBDIVISION Office of Legislative Affairs			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Saundra M. Callier	5 TELEPHONE NUMBER 202-616-9864	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrianne Thomas</i>
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,  <input checked="" type="checkbox"/> is not required <i>- per changes in schedule made during appraisal visit - RF</i> , or <input checked="" type="checkbox"/> has been requested <del>_____</del>			
DATE <i>8/15/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet P. [Signature]</i>		TITLE <i>Director, ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	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)

LEAVE BLANK  
JOB NO. **N1-60-91-8**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**8-9-91**

1. FROM (Agency or establishment)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Legislative Affairs \***

3. MINOR SUBDIVISION  
**Office of Policy Development**


NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER  
**Kevin Jones, Deputy Director**

5. TELEPHONE EXT.  
**514-4604**

DATE  
**17/12/91**


ARCHIVIST OF THE UNITED STATES  


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE  
**8-06-91**

C. SIGNATURE OF AGENCY REPRESENTATIVE  
  
**Bernard W. Berglund**

D. TITLE  
**OBD Records Liaison, Systems Policy Staff, Justice Management Division**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1.	<p><u>Congressional Records</u></p> <p><u>Legislative History Files.</u> These consist of copies of bills, reports and comments which set forth the Department's position. They include legislative proposals submitted by the Department. They are arranged numerically by bill number within each Congress. Biannual volume is approximately 50 cubic feet.</p> <p><u>Disposition:</u> Cut off at the end of each Congress. Transfer to the WNRC 4 years after cutoff. Destroy 6 years after cutoff.</p> <p>*03-19-92. Per Debbie Clifton, the files and responsibilities have been moved back to OLA. Debbie is in room 1609, MAIN.</p>	NCL-60-85-1, Item 1	

*Copies sent to agency, NN-W, JNT, NCF 12/19/91*