

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2014-0006**
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 **Office of Tribal Justice**
Schedule Subject **Tribal Government Correspondence**
Internal agency concurrences will
be provided **No**

Background Information **The Office of Tribal Justice ensures that the Department of Justice (DOJ) and its components work with Indian tribes on a government-to-government basis; ensures internal uniformity of DOJ policies and litigation positions relating to Indian country; and coordinates with other federal agencies and with state and local governments on their initiatives in Indian country.**

The major functions of OTJ are to:

- Serve as the principal liaison for federally recognized tribal governments and tribal organizations;
- Facilitate the resolution of requests submitted to the Attorney General from tribal governments for the reassumption of federal jurisdiction;
- Serve as the program and legal policy advisor to the Attorney General with respect to the treaty and trust relationship between the United States and Indian tribes;
- Coordinate DOJ's activities, policies, and positions relating to Indian tribes;
- Ensure that each component of DOJ has a documented, accountable process in place for consulting with Indian tribes;
- Ensure each consultation process is consistent with Executive Order 13175;
- Collaborate with federal and other government agencies to promote consistent, informed government-wide policies, operations, and initiatives related to Indian country.
- Serve as a clearinghouse for coordination with other federal agencies on the development of policy or federal litigation positions involving Indians and Indian tribes.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2014-0006

Sequence Number	
1	Tribal Correspondence Disposition Authority Number: DAA-0060-2014-0006-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 690 453">Tribal Correspondence</p> <p data-bbox="365 470 1154 502">Disposition Authority Number DAA-0060-2014-0006-0001</p> <p data-bbox="365 523 1450 708">Informational correspondence sent from Tribal Governments to OTJ on various routine matters including, but not limited to, internal changes to Tribal Governments, information on elected Tribal Officials, and general government information. Any substantive correspondence, such as draft litigation or draft testimony, in which OTJ is asked to provide input is transferred to Issue Files.</p> <p data-bbox="365 725 930 757">Final Disposition Temporary</p> <p data-bbox="365 776 865 808">Item Status Active</p> <p data-bbox="365 827 836 859">Is this item media neutral? Yes</p> <p data-bbox="365 878 821 1006">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="365 1038 682 1070">Disposition Instruction</p> <p data-bbox="365 1095 1292 1127">Cutoff Instruction Cutoff at the end of the calendar year</p> <p data-bbox="365 1146 1175 1178">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="365 1219 678 1251">Additional Information</p> <p data-bbox="365 1274 964 1306">GAO Approval Not Required</p>

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
09/24/2014	Return to Submitter	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/04/2014	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/27/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
04/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/07/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist