

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>71-060-01-3</b>	
1 FROM (Agency or establishment) Department of Justice		DATE RECEIVED <b>3-22-01</b>	
2. MAJOR SUBDIVISION Office of Intergovernmental Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Carolyn Simmons</i> Carolyn Simmons	5 TELEPHONE <b>3/16/01</b> (202)514-5530	DATE <b>11-15-01</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
DATE <b>3-16-01</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><b>RECORDS OF THE DIRECTOR OFFICE OF INTERGOVERNMENTAL AFFAIRS</b></p> <p>The mission of the Office of Intergovernmental Affairs (OIA) is to coordinate the Attorney General's and other leadership officials' relationships with state and local government and the interest groups which represent them; to provide advice on strategic planning of the Attorney General's (AG) public appearances, to perform speech writing duties for the AG and the Deputy Attorney General (DAG) as needed, to provide event-planning and consulting services to the AG and the DAG, and to advise and assist, as required, the White House on these same issues.</p> <p>The major functions of OIA are to Identify, recommend, and facilitate the solution of emerging intergovernmental issues and recommend and coordinate personal involvement by the AG and other leadership officials, as well as White House officials, including the President and Vice President, maintain liaison</p> <p><i>cc: Agency, NR, NAMD</i></p>		

between the Department and various divisions and bureaus of the Department and the state, county and local governments, leaders of organizations that represent state and local governments, some professional organizations, and some special interest groups, represent the AG and the Department in frequent contacts with officials of these groups, coordinate Department policies and priorities related to these group, and ensure that the Department's policies and positions on a variety of complicated matters are clearly communicated to these groups

1. Files of the Director

- a      Alphabetical subject/project files consisting of correspondence, memoranda, and other working papers documenting program activities relating to involvement with state and local governments    Also includes a records series of "state" files

Disposition   TEMPORARY   Cut off at the end of each Director's tenure  
Transfer to the Washington National Records Center when no longer needed for reference, or one year after cutoff, whichever is sooner   Destroy five (5) years after cutoff

- b      Issue files relating to short-term issues associated with the OIA's responsibilities

Disposition   TEMPORARY   Destroy at the end of each Director's tenure

- c      Event files documenting event-planning and consulting services to the AG, DAG and the White House.

Disposition   TEMPORARY   Cut off at the end of each Director's tenure  
Destroy one year after cutoff

2. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule

Disposition   Destroy/delete after the recordkeeping copy has been produced and filed in the recordkeeping system.