					LEAVE BLANK (NAF	RA use only)
REQUEST FOR RECORDS DISPOSITION AUTHORITY  (See Instructions on reverse)				TY III	JOB NUMBER	
			<del></del>	_	71-060-01-3	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				JIR)	3-22-01	
1 FROM (Agency or establishment) Department of Justice					NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION					In accordance with the pr USC 3303a the dispos	rovisions of 44
Office of Intergovernmental Affairs  3 MINOR SUBDIVISION					including amendments, is a for items that may be mark	pproved except
3 MIR	NOR SUBD	IVISION			not approved" or "withdrawi	n" in column 10
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE					DATE ARCHIVIST OF T	HE UNITED STATES
Carolyn Simmons 3/16/01 (202)514-5530				30 /	7-15-01 John	1. tal
		RTIFICATION				
I her	eby certify	that I am authorized to act fo	r this agency in ma	atters per	taining to the disposition	n of its records
and	that the re	cords proposed for disposal o	n the attached $_{-1}$	page(s	s) are not now needed fo	or the business
of th	us agency	cords proposed for disposal o or will not be needed after th ccounting Office, under the p	ne retention period	Is specifi	ed; and that written con	currence from
tne (	General A ncies,	ccounting Ornice, under the p	provisions of Title	o or the (	GAU Manual for Guida	nce of rederal
	h	not required; is a	attached; or	ha	as been requested.	
DATE	10 1	SIGNATURE OF AGENCY REP	,	TITLE		
2-1	1 41	Bernard W Berglind	lon		Records Officer	
<i>5</i> -7	6-01	- Demard w-Bergino			Records Officer	
7.					9. GRS OR	10 ACTION
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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

<u>Disposition</u> 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 <u>Issue files</u> relating to short-term issues associated with the OIA's responsibilities

<u>Disposition</u> TEMPORARY Destroy at the end of each Director's tenure

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

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

2. <u>Electronic copies of records</u> 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

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