

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>N-118-103</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>1/6/10</i>	
1 FROM (Agency or establishment) U S Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Gail C Ratliffe, National Records Manager	5 TELEPHONE 202 616 6786	DATE <b>WITHDRAWN</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
<b>6 AGENCY CERTIFICATION</b> 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 <i>2</i> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required                      is attached, or                      has been requested			
DATE <i>1/4/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Director</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Legal Programs Guidance Executive Office for U S Attorneys		<b>WITHDRAWN</b>

# Legal Programs Guidance

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## Office of Legal Programs and Policy Executive Office for United States Attorneys

### I. Organizational Context in which the records are created:

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The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide. 28 U.S.C. § 547 By Attorney General Order No 8-53 (April 6, 1953), the Executive Office for United States Attorneys (EOUSA) was created to "[p]rovide general executive assistance and supervision to the offices of the United States Attorneys " 28 C.F.R. §0 22

The Office of Legal Programs and Policy supports the United States Attorneys' Offices by administering programs and providing policy guidance and support for long-term and ongoing issues in the areas of Affirmative Civil Enforcement, Appellate Issues, Health Care Fraud, Asset Forfeiture, Money Laundering, Bankruptcy, Bankruptcy Crime, White Collar Crime, Civil Defensive Issues, Domestic Violence, Electronic Discovery, Financial Litigation, Environment, Law Enforcement Coordination, and Victim/Witness Issues The Office of Legal Programs and Policy publishes *In Bankruptcy*, *Debt Beat*, and *USAOvernites*, and moderates discussion groups for USAOs on bankruptcy, health care fraud, and financial litigation support The Office of Legal Programs and Policy provides staffing and accountability in programs, and assists in the articulation, development, and promulgation of policy which comports with the overall goals of the USAOs, EOUSA and other components of the Department of Justice The office serves as a liaison between other components of the Department and the USAOs, and between the headquarters of other governmental organizations and the USAOs concerning issues related to the Legal Programs and Policy areas

### II. Description of the records:

A. **Policy guidance** is issued electronically and signed by the Counsel and Assistant Directors, for a wide variety legal program areas such as Affirmative Civil Enforcement, Appellate Issues, Health Care Fraud, Asset Forfeiture, Bankruptcy, Bankruptcy Crime, Civil Defensive Issues, Domestic Violence, Electronic Discovery, Financial Litigation, Environment, Law Enforcement Coordination, and Victim/Witness Issues.

**Disposition: PERMANENT.** Cutoff is December 31 of every year. Transfer an electronic copy to the National Archives and Records Administration within three months of cutoff

WITHDRAWN

WITHDRAWN

# Legal Programs Guidance

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**B Procedural Guidance** issued in the form of eMails and/or memoranda

WITHDRAWN

**Disposition: TEMPORARY.** Destroy/delete seven years after issue date

**C Publications** are designed to allow USAO employees (and, in the case of bankruptcy publications, other executive agency bankruptcy counsel) to share successful local procedures, news, and information, as well as a means for the Office of Legal Programs and Policy to reinforce training and proper handling of work as laws, federal rules, regulations, and procedures change. Publications currently include *In Bankruptcy* and *DebtBeat*.

**Disposition: TEMPORARY.** Cutoff is December 31 of each calendar year in which published. Destroy/delete seven years after cutoff.

**D USAOvernites** are edited and compiled daily from United States Attorneys' office voluntary submissions of case summaries, and are distributed to Public Information Officers, Systems Managers, Assistant United States Attorneys, and any DOJ components requesting a copy. Their purpose is to provide general information and also to highlight current significant cases being tried in United States Attorneys' offices.

**Disposition: Temporary** Cutoff is December 31 of each calendar year in which published. Destroy/delete seven years after cutoff.

**E Legal Chiefs' Working Group Meeting Minutes** (e.g., the Appellate, Civil and Criminal Chiefs) document the issues, concerns, and recommendations of these key USAO managerial officials. The purpose of these groups is to provide USAO stakeholder input to EOUSA and Department of Justice policies and procedures.

**Disposition: TEMPORARY.** Cutoff is December 31 of each calendar year in which published. Destroy/delete seven years after cutoff.

**F Intranet Discussion Groups** on the EOUSA Intranet (USANet) are monitored by the Office of Legal Programs and Policy to identify emerging issues, and provide ideas for informative articles in the publications and/or to identify training requirements.

**Disposition: TEMPORARY** Cutoff is the end of each calendar year. Destroy/delete threads no longer required to identify emerging issues, ideas for articles, or to identify training requirements.

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