

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-60-00-9</i>	DATE RECEIVED <i>6-30-00</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Criminal Division			
3. MINOR SUBDIVISION Office of Administration			
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE	
Florita Washington <i>Florita Washington</i>		202-353-0409	
Betsy Pond <i>Betsy Pond</i>		202-514-8216	
DATE		ARCHIVIST OF THE UNITED STATES	
<i>12-28-00</i>		<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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>06-28-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Criminal Division Non Litigative Correspondence</b></p> <p>The Criminal Division, Office of Administration, Correspondence Management Staff (CMS), is responsible for the control of all nonlitigative citizen, U.S. Attorney, miscellaneous bureau, and Congressional correspondence coming into the Division requiring a response. Most of the material needed for the CMS activities is now stored electronically on the Criminal Division's file servers located in the Management Information Systems Unit</p> <p>The CMS receives the original incoming correspondence. The CMS procedure is to scan and convert the paper into an electronic record which is then saved to a correspondence file. The system automatically and sequentially numbers a correspondence file where a current electronic file does not exist. Incoming and outgoing email (and attachments) related to a correspondence file are also saved into the correspondence file's electronic file. Retrieval of information can be made by the number assigned to it, the name of the addressee, by a free-text search application, through a key-word</p> <p><i>Agency NWMD NAME NWMDWA</i></p>	<i>NI-60-88-2, Item 1(a-c)</i>	

(synopsis or subject matter) search of the correspondence information database, or by date or date ranges, using desktop applications, i.e. Oracle Database.

The original incoming correspondence (incoming paper and paper attachments) with a copy of the response attached are kept and filed. Correspondence is tracked through the Division's Correspondence Tracking System, which assigns numbers to each incoming piece of correspondence. It is then filed in pocket type folders according to the date of the incoming correspondence.

1. **Controlled Correspondence.** These consist of letters and attachments from Congressional committees, individual members of Congress, White House referrals and general correspondence of special interest, in both paper form and electronic media. All of the Congressional mail is forwarded from the Department of Justice (DOJ) Executive Secretariat. The general correspondence is forwarded by the DOJ Mail Referral Unit.
    - a. **Congressional Committee Correspondence.** These letters and attachments are transmitted by Congressional committees on matters of interest to them with a copy of the Division's response and are filed by the date of the Committee's letter.
    - b. **Congressional Casework Correspondence.** These are letters and attachments transmitted by individual members of Congress on a variety of matters, especially constituent referrals, with a copy of the Division's response and are filed by the date of the Congressman's letter.
    - c. **General Correspondence.** These are letters and attachments received from miscellaneous bureaus, citizens (without special interest or concerns) and not referred to Congress, with a copy of the Division's response and are filed by the number assigned the incoming letter.
- Disposition.** Cut off at the end of each year. Retain for two additional years, then delete and/or destroy.