

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)**  
 WASHINGTON, DC 20408

**1 FROM (Agency or establishment)**  
 Department of Justice

**2. MAJOR SUBDIVISION**  
 Office of Intergovernmental Affairs

**3 MINOR SUBDIVISION**

**4 NAME OF PERSON WITH WHOM TO CONFER**    **5 TELEPHONE**

*Carolyn Simmons*    *3/16/01*    *(202)514-5530*  
 Carolyn Simmons

**LEAVE BLANK (NARA use only)**

**JOB NUMBER**  
*71-060-01-3*

**DATE RECEIVED**  
*3-22-01*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**DATE**    **ARCHIVIST OF THE UNITED STATES**

*11-15-01*    *John W. Paul*

**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.

<b>DATE</b> <i>3-16-01</i>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Bernard W. Berglund</i> Bernard W. Berglund	<b>TITLE</b> 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 GRS OR SUPERSEDED JOB CITATION	10.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 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, NAWMD</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.



# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : July 6, 2001

Reply to

Attn of : Kevin G. Tiernan, NWML

Subject : N1-060-01-3

To : Director, NWML

The Department of Justice submits job number N1-060-01-3 to request disposition authority for the records of the Office of Intergovernmental Affairs (OIA). The OIA is a purely administrative office that acts as an intermediary between the leadership of the Department and state and local government officials and professional organizations. The OIA does not coordinate the law enforcement relationship between the Department and state and local governments, but rather OIA facilitates the more formal, event-based and issue-based relationship. For instance, if a state attorney general sponsors a conference related to a particular issue and contacts the Department to invite the U.S. Attorney General to speak at the conference, all contact would be facilitated by the Office of Intergovernmental Affairs.

The Office of Intergovernmental Affairs has fewer than ten staff members. All of the records are kept in central files in the Director's suite of offices.

The bulk of the records are subject/project files organized alphabetically. These records document the organizations, issues, projects and events that have come to the attention of the OIA. Along with this series of records are a set of "state" files with the correspondence between the Office of Intergovernmental Affairs and the states and territories of the U.S. The Department has recommended a disposition whereby the records would be cut off at the end of each Director's tenure, sent to the records center and destroyed five years after the cut-off. I concur with the recommended disposition.

The Department has recommended temporary retention of a series of "issue files relating to short-term issues associated with the OIA's responsibilities". This series of records is duplicated from the subject/project files and concerns issues in which the Director has a particular interest. The Department has recommended a disposition whereby the records would be destroyed at the end of each Director's tenure. I concur with the recommended disposition.

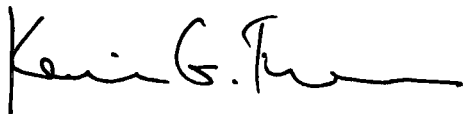
The Department has recommended temporary retention of a series of "event files documenting event planning and consulting services to the AG, DAG and the White House". This series of records is duplicated from the subject/project files also. My review of these records did not identify any records relating to event planning for the White House. The Department has recommended a disposition whereby the records would be cut off at the end

of each Director's tenure and destroyed one year after cut-off. I concur with the recommended disposition.

The final item in the proposed schedule is for electronic mail and word processing copies created to produce a recordkeeping copy of the records covered by other items in the schedule. The Department has recommended a disposition whereby the electronic copies would be destroyed or deleted after the recordkeeping copy has been printed and filed. I concur with the proposed disposition.

The Office of Intergovernmental Affairs performs a purely facilitative function. The records created do not protect the rights and interests of U.S. citizens and have no continuing research value. The five year retention of the subject/project files is sufficient to ensure accountability of government officials documented in these records.

I recommend approval of this schedule.

A handwritten signature in black ink, appearing to read "Kevin G. Tiernan". The signature is fluid and cursive, with a long horizontal stroke at the end.

KEVIN G. TIERNAN  
Lifecycle Management Division