

**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 Policy Development

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
*Nancy E. Navarro*  
5 TELEPHONE  
202-616-0040

LEAVE BLANK (NARA use only)

JOB NUMBER  
*71-060-01-4*

DATE RECEIVED  
*3-27-01*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*3-28-02* ARCHIVIST OF THE UNITED STATES  
*John W. Cal*

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 2 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  
*3-21-01* SIGNATURE OF AGENCY REPRESENTATIVE  
*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 GRS OR SUPERSEDED JOB CITATION	10.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><b>Files of the Assistant Attorney General Office of Policy Development (OPD)</b></p> <p>The OPD was established in 1989 to replace the Office of Legal Policy, a component that had been formed in 1981, by merging the Office for Improvements in the Administration of Justice, the Office of Information Law and Policy, and the Office of Privacy and Information Appeals On May 19, 1992 Attorney General Barr realigned OPD and made it a part of the Office of Policy and Communications, together with the Office of Public Affairs and the Office of Liaison Services. Attorney General Reno reestablished OPD as a separate office on May 14, 1993</p> <p>The missions of the OPD are to (1) plan, develop, and coordinate the implementation of major policy initiatives of high priority to the Department and to the Administration, and (2) represent the Department of Justice in the Administration's judicial selection process for Article III judges</p> <p><i>cc Agency NR nwmD nwmw</i></p>		

The major functions of the OPD are to

- Assist the President and the Attorney General in filling all Article III and certain Article I judicial vacancies as may occur during the Administration
- Assure policy consistency and coordination of Departmental initiatives, briefing materials and policy statements
- Conduct policy reviews of legislation and other proposals and support and coordinate Departmental efforts to advance the Administration's legislative and policy agenda
- Develop strategies and programs to implement legislative, programmatic and policy initiatives.
- Coordinate regulatory development and the review of all proposed and final rules developed by all Department components.
- Serve as liaison to OMB and other agencies on regulatory matters.
- Provide support and policy expertise in conjunction with other components to implement effectively a number of major ongoing Departmental and Administration initiatives in the criminal and civil justice areas
- Track and coordinate Departmental implementation of statutory responsibilities and reporting requirements.
- Coordinate the implementation of the Department's Pro Bono program
- Implement the battered alien provisions and Attorney General Order provisions of the welfare reform and immigration reform legislation of 1996

1. Files of Assistant Attorneys General, Office of Policy Development, consisting of subject, project and correspondence files maintained alphabetically, and chronological files May also include schedules of daily activities, e g , calendars, appointment book, schedules, telephone logs, etc ,

Disposition: Temporary. Cut off at the end of each Assistant Attorneys General tenure Transfer to the Washington National Records Center one year after cutoff Destroy 15 years after cutoff

2. Files of Deputy Assistant Attorneys General, consisting of project files maintained alphabetically by subject and sub-categories

Disposition **Temporary** . Cut off at the completion of each project Transfer to the Washington National Records Center one year after cutoff. Destroy 15 years after cutoff

- 3, Electronic mail and word processing system copies 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 Items 1 and 2 of this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Disposition **Temporary**. Destroy/delete within 180 days after the recordkeeping copy has been produced

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition **Temporary**. Destroy/delete when dissemination, revision, or updating is completed