

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-060-02-6</i>	DATE RECEIVED <i>4-2-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Associate Attorney General			
3 MINOR SUBDIVISION Office of Dispute Resolution (ODR)			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Jeffrey M. Senger</i> Acting Senior Counsel	5 TELEPHONE <i>3/27/02</i> 202-616-9471	DATE <i>12/3/02</i>	ARCHIVED BY WITHDRAWN

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 <i>3-27-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W Berglund</i> Bernard W Berglund	TITLE Department 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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;">Records of the Office of Dispute Resolution (ODR)</p> <p>The Alternative Dispute Resolution Program was established in June, 1995 to develop policy on, and promote aspects of alternate dispute resolution (ADR), promote greater use of methods of ADR by Department attorneys to resolve civil matters already in litigation, assist the Attorney General in promoting greater use of ADR techniques in other federal agencies, pursuant to a recent request by the President to the Attorney General, assist senior management in developing policies for the use of ADR, represent the Department in government-wide ADR activities, advise senior management on legislation, rulemaking, and other policy matters relating to ADR, and serve as the Dispute Resolution Specialist for the Department. In 1998, the Alternative Dispute Resolution Program was reorganized as a separate new component within the Department and renamed the Office of Dispute Resolution (ODR)</p> <p><i>cc Agency NR NWML</i></p>		

Records of the Office of Dispute Resolution

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The Senior Counsel, head of the Office of Dispute Resolution (ODR), also serves as the Attorney General's designee to monitor and supervise the day-to-day activities of the Interagency Alternative Dispute Resolution Working Group (IADRWG). The IADRWG consists of four principal working groups: claims against the government, contract and procurement, civil enforcement and workplace disputes.

1. Policy files

Records documenting creation of the program and subsequent policy-making activities. May include copies of statutes, regulations, reports to senior staff, and program evaluations.

Disposition Temporary. Cut off at end of fiscal year. Destroy when superseded, or obsolete and no longer needed for reference.

2. Program administration files.

Records and background materials relating to program administration or housekeeping activities. May include copies of materials distributed at ADR seminars, news and journal articles, and other materials that do not serve as unique documentation of the program.

Disposition Temporary. Cut off annually. Destroy 2 years after cutoff, or when no longer required, whichever is sooner.

3. Case files

Records documenting mediation and facilitation proceedings. Each file consists of the Form OBD-47, *Request for Authorization, and Agreement for Fees and Expenses for Witnesses and Alternative Dispute Resolution Neutrals* which is used to obtain compensation for the third-party neutral. Files also may include the agreement to mediate or facilitate, confidentiality agreements, court orders referring cases to mediation, memorandums, and statements concerning settlement preparation of the case.

Disposition Place in inactive file when settlement is reached or request for mediation is discontinued. Cut off annually. Transfer to the Washington National Records Center 3 years after cutoff. Destroy 6 years after cutoff. (NOTE: Bring forward inactive files to active status in the event of a breach of the terms of the agreement.)

Records of the Office of Dispute Resolution (ADR)**Page 3****4. Word processing files**

Documents such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

Disposition Delete from the word processing system when no longer needed for updating or revision

5. Email records

Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes (NOTE Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required)

Disposition Delete from the email system after copying to a recordkeeping system