

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 the Deputy Attorney General

3 MINOR SUBDIVISION
 Professional Responsibility Advisory Office (PRAO)

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
[Signature]
 Claudia Flynn, Director 8/4/03 202-514-0458

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-060-04-1

DATE RECEIVED
 10-3-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
 3-4-04 *[Signature]*

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
 8-8-03 *[Signature]* Bernard W. Berglund 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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center">Professional Responsibility Advisory Office Records</p> <p>The mission of the Professional Responsibility Advisory Office (PRAO) is to ensure prompt, consistent advice to Department attorneys and Assistant United States Attorneys with respect to professional responsibility and choice-of-law issues. The major functions of PRAO are to:</p> <ul style="list-style-type: none"> • Provide definitive advice to government attorneys and the leadership at the Department on issues relating to professional responsibility. • Assemble and maintain the codes of ethics, including, inter alia, all relevant interpretative decisions and bar opinions of the District of Columbia and every state and territory, and other reference materials, and serve as a central repository for briefs and pleadings as cases arise. • Provide coordination with the litigating components of the Department to defend Department attorneys and Assistant United States Attorneys in any disciplinary or other hearing where it is alleged that they failed to meet their ethical obligations. <p><i>cc Agency, NR, NWML, DW, etc.</i></p>		

Professional Responsibility Advisory Office (PRAO)

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- Serve as liaison with the state and federal bar associations in matters related to the implementation and interpretation of 28 U S C 530B (the Ethical Standards for Attorneys for the Government Act) and any amendments and revisions to the various state ethics codes
- Coordinate with other Department components to conduct training for Department attorneys and client agencies to provide them with the tools to make informed judgments about the circumstances that require their compliance with 28 U S C 530B or that otherwise implicate professional responsibility concerns
- Performs such other duties and assignments as determined from time to time by the Attorney General or the Deputy Attorney General

1. **PRAO Case Files** A PRAO case file consists of a folder containing documents concerning a professional responsibility inquiry, including attorney notes, research, copies of email traffic, inquiry summary sheet (describing the nature of the call and the advice given) and an assignment sheet (describing the file caption, the inquiring district or component, the attorney assigned to the case and the disposition of the case) The file is labeled by the year, month and number, i e , "03-07-30" would represent the year (2003), the Month (July) and the thirtieth inquiry received in July PRAO case files are closed after final advice is transmitted to the inquirer, either by telephone or in writing, and the attorney handling the matter assembles the necessary documents (such as print outs of emails, summaries, and research) to complete a file

Disposition Transfer case files by year of closing to the Washington National Records Center three years after closing Destroy 10 years after closing

NOTE All records shall be placed in boxes and sealed prior to transfer to the Washington National Records Center (WNRC) Only personnel of the PRAO authorized by the Department Records Officer shall retrieve PRAO records from the WNRC

2. **Word Processing Files** Documents such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or floppy disketts, 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

3. **Email Records** Senders' and recipients' versions of email messages that meet the definition of a federal record, 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 ,