

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-04-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 6.5, item 020 (DAA-GRS-2017-0002-0002).

Date Reported: 11/01/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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  
Justice Management Division

3 MINOR SUBDIVISION  
Office of General Counsel.

4 NAME OF PERSON WITH WHOM TO CONFER  
*Barbara Bush*  
Barbara Bush, Deputy General Counsel

5 TELEPHONE  
(202) 514 - 3452

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*71-060-04-3*

DATE RECEIVED  
*12-8-2003*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*5-24-04* *John W. Carl*

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 \_\_\_\_\_ 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>12-04-03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard England</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center">Department Contact Records</p> <p>Contact information records about individuals who are not current Department of Justice employees, that is used by the Department to contact the individuals when necessary for official purposes Records may be paper based or in electronic format</p> <p>Disposition Destroy or delete contact records when no longer needed for official purposes</p>		

*cc Agency DR NWML*

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# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date May 17, 2004  
To NWML (Wester)  
From Kevin G. Tiernan, NWML  
Subject N1-60-04-3

The Department of Justice submits job number N1-60-04-3 to request disposition authority for Department Contact Records. These records are created and maintained by the Justice Management Division so that, when necessary for official reasons, the Department is able to contact former employees and officials. The information collected is basic contact information: names, addresses, and telephone numbers.

These records are for internal reference purposes only and do not impact the rights of American citizens, the U.S. government, and are not necessary for ensuring the accountability of U.S. government officials. The information does not have any archival value.

The schedule is written so that the Department can maintain the records in either paper or electronic format.

The proposed disposition is to "destroy or delete contact records when no longer needed for official purposes." I concur with the proposed disposition and I recommend approval of this schedule.

A handwritten signature in black ink that reads "Kevin G. Tiernan".

KEVIN G. TIERNAN  
Senior Records Analyst  
Life Cycle Management Division