

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-04-5	DATE RECEIVED 2-2-2004
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Associate Attorney General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Department of Justice Executive Secretariat			
4 NAME OF PERSON AUTHORIZED TO CONFER Kathie A. Harting, Director DOJ Executive Secretariat	5 TELEPHONE 202-514-2149	DATE 3-5-04	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 3 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 1-27-04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>RECORDS OF THE OFFICE OF THE ASSOCIATE ATTORNEY GENERAL</b></p> <p>The Office of the Associate Attorney General advises and assists the Attorney General and the Deputy Attorney General in formulating and implementing Departmental policies and programs pertaining to a broad range of civil justice, federal and state law enforcement, and public safety matters</p> <p><b>Records of the Associate Attorney General</b> All records (44 U.S.C. §3301), regardless of security classification or the medium on which they reside, made or received as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities that document the programs, projects and responsibilities of the Associate Attorney General</p> <p><i>cc Agency, NR, DUMD, DUMW, DWCT</i></p>	<p>NC1-60-84-5 N1-60-93-11/2</p>	

- a **Subject, project, and correspondence files**, including briefing books

Disposition PERMANENT Cut off at the end of the Associate Attorney General's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to the National Archives and Records Administration (NARA) 15 years after cutoff

WITHDRAWN

- b **Calendars, appointment books, schedules**, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Associate Attorney General, EXCLUDING materials determined to be personal\* Electronic versions of these records are printed to paper during, or at the end of, each tenure

Disposition PERMANENT Cut off at the end of the Associate Attorney General's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

WITHDRAWN

- c **Chronological files** (when maintained) of outgoing correspondence and other documentation filed in date sequence

Disposition PERMANENT Cut off at the end of the Associate Attorney General's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

WITHDRAWN

- d **Finding aids** (or indexes) that are used to provide access to subject, project or other correspondence files

Disposition PERMANENT Cut off at the end of the Associate Attorney General's tenure Transfer to a records storage facility when no longer needed for active reference Transfer to NARA 15 years after cutoff

WITHDRAWN

- e **Electronic Mail** for the Associate Attorney General that meets the definition of Federal records and is archived on a Department of Justice network

Disposition PERMANENT Cut off at the end of the Associate Attorney General's tenure Transfer to NARA 15 years after cutoff, in a medium acceptable to NARA at the time of transfer Acceptable medium to be prepared by an appropriate activity within Information Resources Management designated by the Chief Information Officer

WITHDRAWN

2. Records of the staff to the Associate Attorney General, e.g., Principal Deputy Associate Attorney General, Deputy Associate Attorney General, Counsel, and Confidential Assistant All records (44 U S C §3301), regardless of classification or the medium on which they reside, made or received as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities that document the programs, projects, and responsibilities of the Office of the Associate Attorney General

a Subject, project, and correspondence files, including briefing books

Disposition PERMANENT Cut off at the end of each staff member's tenure  
Transfer to a records storage facility when no longer needed for active reference  
Transfer to NARA 15 years after cutoff

WITHDRAWN

b Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by staff members, EXCLUDING materials determined to be personal\*  
Electronic versions of these records are printed to paper during, or at the end of, each tenure

Disposition PERMANENT Cut off at the end of each staff member's tenure  
Transfer to a records storage facility when no longer needed for active reference  
Transfer to NARA 15 years after cutoff

WITHDRAWN

c Chronological files (when maintained) of outgoing correspondence and other documentation filed in date sequence

Disposition PERMANENT Cut off at the end of each staff member's tenure  
Transfer to a records storage facility when no longer needed for active reference  
Transfer to NARA 15 years after cutoff

WITHDRAWN

c Finding aids (or indexes) that are used to provide access to subject, project or other correspondence files

Disposition PERMANENT Cut off at the end of each staff member's tenure  
Transfer to a records storage facility when no longer needed for active reference  
Transfer to NARA 15 years after cutoff

WITHDRAWN

- d **Electronic Mail** for staff members that meets the definition of Federal records and is archived on a Department of Justice network

Disposition PERMANENT Cut off at the end of each staff member's tenure  
Transfer to NARA 15 years after cutoff, in a medium acceptable to NARA at the time of transfer Acceptable medium to be prepared by an appropriate activity within Information Resources Management designated by the Chief Information Officer

**WITHDRAWN**

\* Personal records are documentary materials belonging to an individual that are not related to the conduct of agency business

**NOTE;** All records shall be placed in boxes and sealed prior to transfer to the records storage facility Only personnel from the Department of Justice Executive Secretariat authorized by the Department records officer, shall retrieve records from the boxes in the records storage facility