

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-060-04-8	DATE RECEIVED 4-30-2004
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Environment and Natural Resources Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Sue Lattin	5 TELEPHONE 202-616-6335	DATE 3/14/05	ARCHIVIST OF THE UNITED STATES [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 ___ 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 6-21-04	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] 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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Class 90-1-2, Water Rights</p> <p><u>Class 90-1-2, Water Rights,</u></p> <p>a Multi-section case files and related enclosures</p> <p><u>Disposition</u> PERMANENT Transfer to WNRC one year after close of case Transfer to the National Archives in five-year blocks 75 years after close of case</p> <p>b Single-section case files and related enclosures</p> <p><u>Disposition</u> Transfer to the WNRC one year after close of case Destroy 75 years after close of case</p>	<p>N1-60-88-12/1B(2)a</p> <p>N1-60-88/12/1B(2)b</p>	

SA 3/14/05 copies sent to Agency, NWAD, NUNW, NA, NWCT

- c. **Email records.** Sender's and recipients' versions of email messages relating to class 90-1-2, Water Rights case files and that meet the definition of federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, printed to paper or microfilmed 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: TEMPORARY. Delete from the email system after copying to a recordkeeping system.

- d **Word Processing Files.** Documents relating to class 90-1-2, Water Rights case files, 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, printed to paper or microfilmed for recordkeeping purposes.

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