

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 71-060-06-1	DATE RECEIVED 2-21-2006
1 FROM (Agency or establishment) U.S. Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Attorney Recruitment and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Kathleen C. Smith, Attorney-Advisor	5 TELEPHONE 202-514-8905	DATE 6/21/06	ARCHIVIST OF THE UNITED STATES John Weinstein

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 02-07-06	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>Whistleblower Protection Case Files</u> (28 CFR § 27.4)</p> <p>The Director of the Office of Attorney Recruitment and Management (OARM) has the authority to adjudicate claims of whistleblowing reprisal brought pursuant to the FBI whistleblower regulations, 28 CFR Part 27. It is the Director's responsibility to ensure that former or current employees of, or applicants for employment with, the FBI are protected from reprisal for reporting allegations of wrongdoing, and to order appropriate corrective relief in cases in which OARM determines that an unlawful reprisal for whistleblowing has occurred</p> <p>Authority for Maintenance of the System 5 U.S.C. 301; 44 U.S.C. 3101; 28 C.F.R. Part 27; 5 U.S.C. § 2303.</p> <p><i>cc Agency DR DUMD DUMto</i></p>		

1. Whistleblower Protection Case File.

The OARM case file consists of, but not limited to, findings, recommendations, comments, requests for and/or orders for stay, extensions of stay, terminations of stay, testimonies, production of documents or other evidence, requests for corrective action, notifications of termination of an investigation, correspondence, and any other documentation relative to the case. Case is closed upon final determination or corrective action order by OARM or final review recommendations by the Deputy Attorney General.

Disposition: PERMANENT. Transfer to the Washington National Records Center two years after closing. Transfer to the National Archives 10 years after closing

2. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by Item 1 of this schedule. Also includes electronic copies of records related on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copies.

Disposition. Destroy/delete within 180 days after the record keeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition. Destroy/delete when dissemination, revision, or updating is completed.

1. Whistleblower Protection Case File. The OARM case file consists of, but is not limited to, findings, recommendations, comments, requests for and/or orders for stay, extensions of stay, terminations of stay, testimonies, production of documents or other evidence, requests for corrective action, notifications of termination of an investigation, correspondence, and any other documentation relative to the case. Case is closed upon final determination or corrective action order by OARM or final review recommendations by the Deputy Attorney General

Disposition. TEMPORARY. Transfer to the Washington National Records Center two years after closing. Destroy six years after closing.

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Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by Item 1 in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copies.

Disposition. Destroy/delete within 180 days after the record keeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition. Destroy/delete when dissemination, revision, or updating is completed