

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-060-06-3</i>	
		DATE RECEIVED <i>3-14-2006</i>	
1 FROM (Agency or establishment) United States Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Criminal Division			
3 MINOR SUBDIVISION Office of Administration			
4 NAME OF PERSON WITH WHOM TO CONFER Florita Washington, Chief Records Unit	5 TELEPHONE 202-353-0409	DATE <i>3/22/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Waretz</i>

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 <i>3-13-06</i>	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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><u>Class 214 - Counterterrorism</u></p> <p>Classification 214 - Counterterrorism, is an umbrella classification established to handle criminal matters and cases relative to counterterrorism. Subclasses have been established to deal with the many diverse matters touched upon, i e homicides, assaults and mayhem, kidnaping, threats/extortion/blackmail, weapons of mass destruction, malicious destruction of property, sea piracy, etc. In all subclasses these cases are to be distinguished from prior cases classified under NARA Job No. N1-60-88-10, Item 95 - Miscellaneous Criminal Cases.</p> <p>1. <u>Class 214 - Counterterrorism.</u> The files contain all matter and/or case related material including, but not limited to, correspondence, grand jury and trial subpoenas, pleadings, press releases, exhibits, court orders, appeal documents, investigative reports, and pre-sentence reports</p>		

cc Agency, DA, DUMD, DUMW, DWCT

Disposition PERMANENT Transfer to the Washington National Records Center (WNRC) one year after close of case Accession to the National Archives in five-year blocks 30 years after close of case

2 **General files for Class 214 - Counterterrorism** General files are identified by standard sub-numbers (identifiable as "0" subs), each of which represents a definite category applicable to all classes These sub numbers may be used immediately after the standard primary class number, after the standard secondary district number, or in other combinations according to the rules of the particular classification The files themselves are arranged chronologically

- A 04 Executive orders and presidential proclamations
- 012 Policies and procedures
- 016 Definitions and interpretations

Disposition PERMANENT Transfer to the WNRC as space requirements and frequency of use dictate Accession to the National Archives in five-year blocks when 30 years old

- B All other general files (exclusive of 04, 012 and 016) covered by this schedule

Disposition TEMPORARY Transfer to the WNRC as space requirements and frequency of use dictate Destroy when 10 years old

3 **Electronic version of email messages and Word processing documents** Records created and received via electronic systems that support case matters will be copied to paper Email messages include message text, attachments, drafts, and transmission and receipt data The process described in Items 1 and 2 above is the record keeping system

Disposition Delete after copying to paper and placement in the record keeping system