

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

NJ-060-076

Date Received

8/10/07

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)

U.S. Department of Justice

2. Major Subdivision

Justice Management Division

3. Minor Subdivision

Office of Attorney Recruitment and Management

4. Name of Person with whom to confer

Suzanne L. Bell

5. Telephone (include area code)

(202) 514-3905

Date

1-13-2009

Archivist of the United States

Shirley Thomas

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

has been requested

Signature of Agency Representative

Jeneta Lee

Title

Director, Office of Records Mgmt Policy

Date (mm/dd/yyyy)

8/7/07

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Page 2 which is attached.		

Attorney Student Loan Repayment Program (ASLRP) Files (5 CFR 537.103(a)(7) and 5 CFR 537.110(a)).

ASLRP is a recruitment and retention incentive that is designed to reduce the burden of qualified student loan debt incurred for education. Any Department employee serving in, or hired to serve in, an attorney position who has qualifying student loan debt is eligible to apply for consideration.

Authority for Maintenance of the System: 5 USC 5379; 5 CFR Part 537.

1. ASLRP Candidate Files. The Office of Attorney Recruitment and Management (OARM) ASLRP files consist of, unsuccessful and successful candidate files. These files contain, but are not limited to the application(s), student loan documentation, comments, and any other documentation relative to the respective applicant. The successful and unsuccessful candidate files are closed after selections are made at the end of each fiscal year.

Disposition:

a. Unsuccessful Candidate Files. TEMPORARY. Cut off at the end of each fiscal year. Destroy/delete three years after cutoff.

b. Successful Candidate Files. TEMPORARY. Cut off at the end of each fiscal year. Destroy/delete six years after cutoff.