

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

NI-060-07-7

1 From (Agency or establishment)

Department of Justice

Date Received

8/13/07

2 Major Subdivision

Criminal Division

3 Minor Subdivision

Domestic Security Section

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

Brenda McMahon

5 Telephone (include area code)

(202) 616-5591

Date

4/21/08

Archivist of the United States

Alan 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 _____ 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

Glenetta P. ...

Title

Director, ORMP

Date (mm/dd/yyyy)

8/8/2007

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

he 4/11/08 copies sent to agency, NWMD, NWML, NR, & NWCT

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1. Case Files for Class 215 – Domestic Security. Files contain all 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.

- A. Cases litigated by the Department of Justice Criminal Division, Domestic Security Section. Files consist of materials related to cases litigated by the section either because of the importance of the case, or because a U.S. Attorney has recused himself or herself from the case.

Disposition: PERMANENT. Transfer to WNRC one year after close of case. Transfer to the National Archives in five-year blocks 30 years after close of case.

- B. Copies of cases litigated by local U.S. Attorneys' offices. Files are used for oversight purposes, and consist of duplicate copies of official records which are maintained in the U.S. Attorney's office. Files are not maintained in any usable order.

Disposition: TEMPORARY. Transfer to WNRC as space requirements and frequency of use dictate. Destroy 10 years after close of case.

2. General Files for Class 215 – Domestic Security. General files are identified by standard sub-numbers (identifiable as "O" 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. Files are arranged chronologically.

- A. 04 Executive Orders and Presidential Proclamations
012 Policies and Procedures
016 Definitions and Interpretations

Disposition: PERMANENT. Transfer to WNRC as space requirements and frequency of use dictate. Transfer to the National Archives in 5-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 WNRC as space requirements and frequency of use dictate. Destroy when 10 years old.