

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-60-09-11 (P)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn", in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER James S. Russell	5. TELEPHONE NUMBER 202- 616-0759	DATE	ARCHIVED IN FEDERAL STATES <b>WITHDRAWN</b>
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 <u>1</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante	TITLE Director, Office of Records Management Policy	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<del>Office of Special Investigations (OSI) Files OSI was created in 1979 to investigate and prosecute participants in World War II-era acts of Nazi-sponsored persecution. When the Intelligence Reform and Terrorism Prevention Act (IRTPA) was signed in 2004, OSI's duties expanded. OSI gained responsibility for investigating and bringing legal actions in federal court to revoke the United States citizenship of any naturalized U.S. citizen who committed, ordered, incited, assisted, or otherwise participated abroad in genocide or, under color of foreign law, torture or extrajudicial killing. OSI is part of an interagency federal effort to identify suspected perpetrators of human rights violations who have entered the United States and to prosecute them in the United States under applicable laws and/or remove (deport) or extradite them to countries or international tribunals that can try them for their crimes. Within this multi-agency effort, OSI is responsible for identifying human rights violators who have obtained U.S. citizenship and for taking legal action, through civil or criminal charges, to revoke that citizenship so that they can face appropriate measures to hold them accountable.  SEE ATTACHED</del>	<b>WITHDRAWN</b>	

## Office of Special Investigations (OSI) Files

**WITHDRAWN**

### 1. OSI Subject Files

Program subject files (not filed in the Class 146 General Files) of the Director, Deputy Director, Historian, and Senior Counsels consisting of policy documents, work plans, reviews and comments on legislation, reports, and other records related to the direction of OSI.

*PERMANENT. Cutoff files at the end of the fiscal year. Transfer to NARA 30 years after cutoff.*

### 2. Working files of attorneys and historians.

Staff working files consisting of background material, reference material, working papers and drafts, and other records not filed in the official case file. At the conclusion of the case review files and destroy material duplicated in the case file, drafts without substantive changes, and transitory records such as records about setting up meetings or reminders of actions to be taken.

*PERMANENT. Close files at conclusion of related case. Transfer to NARA 30 years after cutoff.*

### 3. Case files opened under the Intelligence Reform and Terrorism Prevention Act (IRTPA).

*PERMANENT. Cut off files when case is closed. Transfer to NARA 30 years after cutoff.*

### 4. Case Tracking System.

Database of investigations including the name, statute under which investigated, place, date of birth, other information on the individual, and information on the investigation. Maintained in Inmagic dbText.

*PERMANENT. At the end of every 5 years copy closed files and pre-accession to NARA. Transfer to NARA in 5 year blocks when oldest record in the block is 30 years old.*

### 5. War World II related records.

Collection of scanned war related documents from a variety of sources worldwide with translations.

*PERMANENT. Pre-accession to NARA immediately. Transfer to NARA in 2020.*

**WITHDRAWN**

6. Historical documents collection.

Electronic collection of records copied from other OSI files and other DOJ files including briefs, court decisions, prosecution memos, settlement agreements, internal work products, and email. The collection is indexed. Maintained on a shared drive in a variety of formats including word, wordperfect, tiff, pdf, Microsoft outlook, and other email formats.

*PERMANENT. Pre-accession collection immediately. Transfer to NARA 30 years after pre-accessioning. Pre-accession in 5-year blocks thereafter. Transfer to NARA 30 years oldest record in 5 year block.*

7. Case and issue related email.

Email related to a case or to particular issue like pending legislation are saved by group in the email "archive." Not all email is printed and filed in the appropriate paper file.

*PERMANENT. Cut off after the issue file is closed. Pre-accession to NARA 5 years after cutoff. Transfer to NARA 30 years after cutoff.*

**WITHDRAWN**