

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-24</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>7/21/09</i>	
1 FROM (Agency or establishment) U. S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Inspector General			
3 MINOR SUBDIVISION Office of General Counsel			
4. NAME OF PERSON WITH WHOM TO CONFER Jane H Alperson <i>Jane H. Alperson</i>	5 TELEPHONE 202-616-4550	DATE <i>7/15/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <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 <i>7/21/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director, ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Office of General Counsel Records</p> <p>The Office of the Inspector General (OIG) was established in the U S Department of Justice (DOJ) on April 14, 1989. The OIG investigates alleged violations of criminal and civil laws, regulations, and ethical standards arising from the conduct of the Department's employees in their numerous and diverse activities. The OIG provides leadership and assists management in promoting integrity, economy, efficiency, and effectiveness within the Department and its financial, contractual, and grant relationships with others.</p> <p>The OIG's Office of General Counsel provides legal advice to OIG management and staff. It also drafts memoranda on issues of law, prepares administrative subpoenas, represents the OIG in personnel, contractual, and legal matters, and responds to <i>Freedom of Information Act</i> and <i>Privacy Act</i> requests.</p> <p>(SEE ATTACHED)</p>		

**U. S. Department of Justice: Office of the Inspector General
Office of the General Counsel**

Files accumulated by the Office of General Counsel are in support of OIG programs and operations, including legal opinions/memoranda and litigation case files. [NOTE: This series EXCLUDES responses to Freedom of Information Act (FOIA) and Privacy Act (PA) requests which are covered under General Records Schedule 14, and litigation records pertaining to Equal Employment Opportunity complaints and other personnel/administrative grievances which are covered under General Records Schedule 1.]

1. **FORMAL LEGAL OPINIONS/MEMORANDA.**

Description: Legal opinions and memoranda are official documents in which the General Counsel renders his or her understanding of the law as applied to a defined set of facts. Such documents may be addressed to the Inspector General or to another OIG manager.

Disposition: ^{Permanent} ~~Temporary~~. Cut off at end of the fiscal year. ^{Transfer to NARA} ~~Destroy/delete~~ 30 years after cutoff.

- per agency agreement
11/18/09
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2. **FORMAL LEGAL OPINION/MEMORANDUM WORK FILES.**

Description: Official files of the Office of General Counsel established in connection with the development of legal opinions and memoranda, as described in item 1 above. Such files will contain, at a minimum, a copy of the final written opinion, supporting authorities, and background documentation.

Disposition: **Temporary.** Cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

3. **INFORMAL ADVICE AND OPINIONS.**

Description: Responses to requests for legal advice and opinions relating to a variety of issues that do not result in the creation of a formal, official legal opinion and are not associated with a particular administrative or judicial proceeding.

Disposition: **Temporary.** Cut off files at the end of the fiscal year. Destroy/delete 5 years after cutoff.

4. **LITIGATION CASE FILES.**

Description: Files consisting of a record of pleadings, correspondence, memoranda, decisions, and related documents for administrative and judicial proceedings.

Disposition: **Temporary.** Cut off at end of the fiscal year. Destroy/delete 10 years after cutoff.

5. **OFFICE OF GENERAL COUNSEL PROGRAM SUBJECT FILES.**

Description: Documents relating to the internal administration and management of the Office of General Counsel, but not general administrative or housekeeping files. These files include correspondence, memoranda, reports, copies of legislation, OIG testimony given before congressional committees, and other materials relating to Office of General Counsel program functions.

Disposition: **Temporary.** Cut off at end of the fiscal year. Destroy/delete 5 years after cutoff.