

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-10-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/13/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Management and Planning Staff, Organization and Management Review Group			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda Hurst	5 TELEPHONE NUMBER 202-307-1818	DATE <i>09 Sept 10</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>11/10/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director, O&M</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Organization and Management SEE ATTACHED		

Organization and Management Review Group (OMRG)

DOJ Organizational Structure

Records related to the establishment and organization of DOJ components to include the Organization, Mission and Functions Manual.

1. Organizational Case Files

Records related to the establishment and organization of all DOJ components. Documentation includes memoranda related to the proposed establishment or changes to component organizational charts, and related justifications, approval and disapproval memorandums. Also included are component organizational records related to the internal organization of the component, and background documentation related to the items described above.

PERMANENT Cut off files at the end of the calendar year, in which substantive changes have been completed. Transfer to the National Archives 25 years after cutoff

2. Organizational Charts

Approved organizational charts signed by the Attorney General for all DOJ components.

PERMANENT Cut off files at the end of the calendar year in which the organizational chart is superseded or obsolete. Transfer to the National Archives 25 years after cutoff

3. Organization, Mission, & Functions Manuals

a. Official statements, as of a certain date, of the organizational structure, mission, and functions of Department of Justice components.

PERMANENT Cut off files at the end of the calendar year in which the Organization, Mission and Functions Manual is superseded or obsolete. Transfer to NARA 1 year after cutoff.

b. Correspondence and background materials relating to the creation and production of DOJ's Organization, Mission, & Functions Manuals.

TEMPORARY. Cut off files at the end of the calendar year in which the Manual is superseded or obsolete. Destroy/delete 5 years after cutoff.