REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
    8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
Department of Justice

MAJOR SUBDIVISION
Justice Management Division

MINOR SUBDIVISION
Management and Planning Staff, Administrative Office

NAME OF PERSON WITH WHOM TO CONFER
Brenda Hurst

TELEPHONE NUMBER
202-307-1818

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

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 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,

☐ is not required
☐ is attached, or
☐ has been requested

SIGNATURE OF AGENCY REPRESENTATIVE

DIRECTOR

MANAGEMENT STUDIES AND PROJECTS

SEE ATTACHED

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
Management Studies and Projects
Management studies of department policies, program operations and performance and analyses aimed at management improvements, optimizing organizations and implementing new initiatives.

1. Final Reports (Master Files)
Record sets of management studies, projects and program evaluations covering a wide variety of topics to include, but not limited to administrative policies and procedures, special analysis, organization and methods surveys.

PERMANENT  Cut off files at the end of the calendar year in which the study or project was completed  Transfer to NARA 25 years after cutoff

2. Final Reports (Background Documentation)
Background documentation for management studies, projects and program evaluations related to administrative policies and procedures, special analysis, organization and methods surveys.

TEMPORARY  Cut off files at the end of the calendar year in which the study or project was completed  Destroy/delete 25 years after cutoff