



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-060-10-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/13/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, Administrative Office			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda Hurst	5 TELEPHONE NUMBER 202-307-1818	DATE Sept 10	ARCHIVIST OF THE UNITED STATES 
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 ___1___ 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 11/10/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director / OPMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Management Studies and Projects SEE ATTACHED		

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