

USDOJ Citizen Mail

1. Routine Requests

Original letter and copy of response for routine inquiries for information such as photographs, publications, those which relate primarily to subjects or issues that are part of write-in campaigns, express personal opinions on current events, legal processes, informational or reference literature, etc. The records lack substantive historical or evidential value and require no research, policy decisions or administrative actions.

*TEMPORARY. Cut off at the end of the calendar year. Destroy/delete 3 years after cutoff.
(Supersedes GRS 14, item 1)*

Superseded by job / item number:

DAA-0060-2d4-0004-0001+-0002

Date (MM/DD/YYYY):

01/21/2015

2. Specific Requests

Original letter and copy of response for requests relating to specific matters, such as court cases and requests for investigations or legal processes (e.g., summonses and complaints, court affidavits, or civil action cases).

TEMPORARY. File with applicable case file, or under NI-60-88-10, item 195c, whichever is applicable

Filing instruction

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