

# Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Job Number

NI-60-10-26

Date Received

6/24/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 From (Agency or establishment)

**Department of Justice**

2 Major Subdivision

**Office of Intergovernmental and Public Liaison**

3 Minor Subdivision

4 Name of Person with whom to confer

**Stephan Matthews**

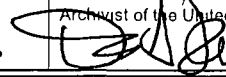
5 Telephone (include area code)

**(202) 514-3465**

Date

9 NOV 16

Archivist of the United States

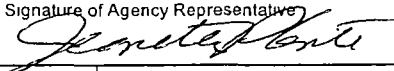


**6 Agency Certification**

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 2 page(s) are not now needed for the business of 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       has been requested

Signature of Agency Representative



Title

Director / OIRMP

Date (mm/dd/yyyy)

06/14/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p style="text-align: center;"><b>RECORDS OF THE DIRECTOR AND THE OFFICE OF INTERGOVERNMENTAL &amp; PUBLIC LIAISON</b></p> <p>The mission of the Office of Intergovernmental and Public Liaison (OIPL) is to coordinate relationships between the Attorney General and other leadership official's with state and local government and the interest groups which represent them; to provide advice on strategic planning of the Attorney General's (AG) public appearances, to perform speech writing duties for the AG and the Deputy Attorney General (DAG) as needed, to provide event-planning and consulting services to the AG and the DAG, and to advise and assist, as required, the White House on these same issues.</p> <p>The major functions of OIPL are to:</p> <ul style="list-style-type: none"> <li>* identify, recommend and facilitate the solution of emerging Intergovernmental issues and recommend and coordinate personal involvement by the AG and other leadership officials, as well as White House officials, including the President and Vice President, when required.</li> <li>* maintain liaisons between the Department and various divisions and bureaus of the Department and the state, county and local governments, leaders of organizations that represent state and local governments, professional organizations, and special interest groups.</li> </ul>	<p style="font-size: 24px;">NI-060-01-3</p>	

U S Department of Justice, Office of Intergovernmental and Public Liaison

- ❖ Represent the Attorney General and the Department in contact with officials of these groups
- ❖ Coordinate Department policies and priorities related to these groups
- ❖ Ensure that the Department policies and positions on a variety of complicated matters are clearly communicated to these groups

The Office of Intergovernmental and Public Liaison (OIPL) Filing system contains records of significant materials transmitted or received, filed under relevant topical name(s) which may include geographic location, state organization, or topic. Formal correspondence transmitted from OIPL is also maintained in a chronological file to the extent that it is not otherwise part of the Department's Executive Secretariat system. This schedule provides disposition authority for all records described regardless of format.

1. **Records maintained by/for the Director of OIPL:**

- a. Records consisting of correspondence, subject, memoranda, project files, correspondence, speeches, and other working papers documenting program activities relating to involvement with state and local governments. May also include schedule of daily activities.

***Disposition:** TEMPORARY. Cut off at the end of each Director's tenure. Destroy seven (7) years after cutoff.*

- b. Event Files documenting event-planning and consulting services to the AG, DAG and the White House.

***Disposition:** TEMPORARY. Cut off at the end of each Director's tenure. Destroy three (3) years after the cutoff.*

2. **State Files** Files relating to state and local governments, including letters, memoranda, resolutions and other informative documentation relating to the OIPL, categorized by year and then according to the state of the requester.

***Disposition:** TEMPORARY. Cut off at the end of the calendar year after each Administration. Destroy five (5) years after cutoff.*

3. **Constituency Files** Files relating to organizations that represent state and local governments, professional organizations, and interests groups. These files may contain letters, memoranda, resolutions and the other informative documentation relating to OIPL. Files are categorized alphabetically according to the name of the agency/organization, then chronologically within each file.

***Disposition: PERMANENT** Cut off at the end of the calendar year after each Administration. Transfer to NARA 15 years after the cutoff*

4. **Issue Files** Records pertaining to short-term issues, including letters, memoranda, resolutions and other informative documentation relating to OIPL. These files are categorized alphabetically by subject and the chronologically within the subject file.

***Disposition: TEMPORARY** Cut off at the end of the calendar year after each Administration. Destroy three (3) years after the cutoff*