

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO

NI-60-87-3

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

7-10-87

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Justice

2 MAJOR SUBDIVISION

Civil Division

3 MINOR SUBDIVISION

Torts Branch, Admiralty Field Offices

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Pamela White

Paula Johnson
for PBW

724-7550

4/26/88

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 07-10-87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard Berglind</i> Bernard W. Berglind	D TITLE Ass't Chief, Records Mgt. Section, General Services Staff/JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>ADMIRALTY FIELD OFFICES (New York and San Francisco)</p> <p>These files contain all legal proceedings by and against the United States relating to ships and shipping, navigable waters and workman's compensation. Admiralty litigation includes suits for personal injury and property damage involving vessels, shore installations and maritime personnel, equipment and cargoes; suites arising out of contracts involving shipping, chartering of vessels; proceedings to enforce navigation and shipping laws; and litigation based on National Maritime agreements. The field office files contain full case records. The headquarters in Washington, D.C., maintains a skeleton file which duplicates portions of the field office files.</p> <p>Admiralty cases handled prior to 1870.</p> <p>Disposition: Permanent. Offer immediately to the National Archives and Records Administration.</p>	NN-172-22	

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2.	<p>Admiralty field office case files.*</p> <p>Disposition: Transfer to the FRC one year after the case is closed. Destroy when 10 years six after close of case.**</p>		
3.	<p>Admiralty pending case files (classified 61-017-Judicial District Number (cases to be developed)).</p> <p>Disposition: Destroy each section 6 years after the date of the last action in the section.</p> <p>* In series designated for disposal, individual files may be identified as having significant value to warrant archival retention. Such files may be offered for transfer to the National Archives under a separate SF 115, as noted in NI 03a.86, Memorandum to Agency Records Officers.</p> <p>** Change in disposition instruction authorized by Bernard W. Berglund, assistant chief, DOJ Records Management Section, per telcom of January 14, 1988. <i>CMB. 1/14/88</i></p>		