

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-60-87-4	DATE RECEIVED 9-2-87
1 FROM <i>(Agency or establishment)</i> Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Liaison Services		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Joyce S. Keith Assistant Director	5 TELEPHONE EXT. 633-3465	DATE 6/9/87	ARCHIVIST OF THE UNITED STATES <i>Claudia M. [Signature]</i>
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 08-28-87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D TITLE Assistant Chief, Records Management Section/GSS/JMD
---------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>The Office of Liaison Services (OLS) is the coordinating center for all Department of Justice activities relating to intergovernmental affairs and relations with or information dissemination to professional associations and private entities. The OLS maintains liaison between the Department and state and local governments; groups concerned with the justice system, i.e., American Bar Association; and such other duties respecting liaison services as may be assigned by the Attorney General, the Deputy Attorney General, or the Associate Attorney General.</p> <p>The program files consist of letters, memoranda, and other informative documentation relating to intergovernmental affairs. Files are arranged alphabetically by subject and chronologically within each subject folder.</p> <p>Correspondence and documentation maintained under a variety of subject matters, dated 1983 to 1985, transferred to OLS from the Office of Legislative and Intergovernmental Affairs. These files have no reference value due to the nature of the previous function. Approximately five cubic feet.</p> <p>Disposition: Destroy immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

NI-60-87-4

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
2.	<p>Program files established by OLS since April, 1986. These files contain letters, memoranda, copies of resolutions, reports and studies from local and state governments and legal organizations, and other pertinent documentation.</p> <p>Disposition: Cut Off files every two years. Transfer to the Washington National Records Center one year after cutoff. Destroy three years after cutoff.</p>		