

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO

N1-60-88-2

DATE RECEIVED

11-25-87

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Criminal Division

3 MINOR SUBDIVISION

Records Management Section

4 NAME OF PERSON WITH WHOM TO CONFER

Leslie H. Rowe, Associate Director

5 TELEPHONE EXT.

633-2641

DATE

11/17/87

ARCHIVIST OF THE UNITED STATES



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

*concur. of L. H. Rowe
11/19/87*

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

11-23-87

Bernard W. Berglund
Bernard W. Berglund

Assistant Chief, Records Management Section/GSS/JMD

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9 GRS OR SUPERSEDED JOB CITATION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)

Non-Litigative Correspondence in the Criminal Division

The Criminal Division, Records Management Section, Records Unit, is responsible for the housing, filing and control of all non-litigative citizen, U.S. Attorney, miscellaneous bureau, and Congressional correspondence coming into the Division requiring a response. This Unit receives for filing, the original incoming correspondence with a copy of the response attached. Correspondence is tracked through the Division's Correspondence Tracking System and filed in pocket type folders according to the date of the incoming correspondence.

1. Controlled Correspondence. These consist of letters and attachments from the Congressional committee chairmen, individual members of Congress, White-House referrals and general correspondence of special interest. All mail is forwarded from the Executive Secretariat in the Office of the Deputy Attorney General.

Copies sent to agency NARS

3/18/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

NI-60-88-2

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>
	<p>a. <u>Congressional Committee Chairman Correspondence.</u> These are letters and attachments transmitted by Congressional committee chairmen on matters other than legislation with a copy of the Division's response and are filed by the date of the Chairman's letter.</p> <p>b. <u>Congressional Casework Correspondence.</u> These are letters and attachments transmitted by individual members of Congress on a variety of matters, especially constituent referrals, with a copy of the Division's response and are filed by the date of the Congressman's letter.</p> <p>c. <u>General Correspondence.</u> These are letters and attachments received from citizens and non-referred to Congress bearing information of special interest and/or concerns with a copy of the Division's response and are filed by the date of the incoming letter.</p> <p style="padding-left: 40px;"><u>DISPOSITION:</u> Cut-off at the end of each year. Retain for two additional years, then destroy.</p> <p>2. <u>Non-Controlled Correspondence.</u> These consist of letters and attachments transmitted by U.S. Attorney offices, miscellaneous bureaus and citizens (without special interest and/or concern) with a copy of the Division's response and filed by the date of the incoming letter.</p> <p style="padding-left: 40px;"><u>DISPOSITION:</u> Cut-off at the end of each year. Retain for two additional years, then destroy.</p>		