

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	<i>NI-60-88-9</i>
1 FROM <i>(Agency or establishment)</i> Department of Justice		DATE RECEIVED	<i>7-13-88</i>
2 MAJOR SUBDIVISION Civil Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Assistant Attorney General		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER	5, TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
<i>Paula Fishbein</i> <i>7/6/88</i>	<i>724-7550</i>	<i>5/14/89</i>	<i>[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 <i>07-13-88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D TITLE Assistant Chief, Records Management Section/FASS/JMD
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>OFFICE OF THE ASSISTANT ATTORNEY GENERAL, CIVIL DIVISION</u></p> <p>Official files of the Assistant Attorney General, Civil Division (AAG/CIV). Files consist of all subject, project, and other correspondence relating to the policies and/or operations of the Civil Division.</p> <p>Disposition: <u>Permanent</u>. Cutoff at the end of each AAG/CIV tenure. Transfer to the Washington National Records Center (WNRC) when no longer needed for reference, or two years after cutoff, whichever is sooner. Offer to the National Archives 15 years after cutoff.</p>		<p>ALL changes to this proposed schedule have been approved by:</p> <p><i>Cathie [Signature]</i> date <i>3/31/89</i> NARA Appraiser</p> <p><i>Bernard [Signature]</i> date <i>03-30-89</i> DOJ Records Officer</p>
2.	<p>Official files of Deputy Assistant Attorneys General, Civil Division (DAAG/CIV), and Special Assistants (SA). Files consist of all subject, project, and other correspondence relating to the operations of the Civil Division.</p> <p>*DAAG files withdrawn, as no records were available for examination. SA files appraised as temporary; see p. 2.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO N1-60-88-9	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>Disposition: Temporary. Cut off at the end of Permanent. Cutoff at the end of DAAC/CIV and SA tenure. Transfer to the WNRC when no longer needed for reference, or two years after cutoff, whichever is sooner. Offer to the National Archives Destroy 15 years after cutoff.</p>		