

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-60-88-14

DATE RECEIVED

8/23/88

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

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Executive Secretariat

3 MINOR SUBDIVISION

Information Management Staff

4 NAME OF PERSON WITH WHOM TO CONFER

for Hedda Polansky 8-23-88
Robert M. Yahn, Director

5 TELEPHONE EXT.

633-2149

DATE

2/28/89
~~8-23-88~~

ARCHIVIST OF THE UNITED STATES

[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

08-23-88

C SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
Bernard W. Bergling

D TITLE

Assistant Chief, Records Management
Section/FASS/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9 GRS OR SUPERSEDED JOB CITATION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)

OFFICIAL RECORDS OF THE ATTORNEY GENERAL

1. Unclassified records documenting the programs, activities and projects of the Attorney General.

NC1-60-81-8, Item 1A

A. Hard copy (paper) records.

(1) Subjective files containing incoming and outgoing correspondence arranged in alphabetical order by subject. ca. 40 ft³. Rate of accumulation: ca. 10 ft/yr.

Disposition: PERMANENT. Cut of annually and transfer to the Washington National Records Center (WNRC) after microfilm verification has been completed. Transfer to the National Archives 15 years after cutoff.

(2) Chronological files, and other duplicative file systems, and alpha (citizen mail) Incoming Action Reports.

Disposition: Cut off annually, and destroy after microfilm verification has been completed.

(3) "Sensitive" files containing unclassified documents regarding controversial topics. ca. 3.5 ft³. Rate of accum: ca. 1 ft/yr.

Disposition: PERMANENT. Cut off annually and transfer to the WNRC after microfilm verification has been completed. Transfer to the National

Archives 15 years after cutoff.
NSN 7540-00-634-4064

All changes to this proposed schedule have been approved by:

[Signature]
NARA Appraiser
date *1 Feb 89*

[Signature]
DOJ Records Officer
date *02-01-89*

Copies sent to NNT, MW 3/7/89

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

PAGE

2 OF 2

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)
2.	<p>b. Microfilm of records systems. File systems will be microfilmed in accordance with the standards set forth in 36 C.F.R. Part 1230. The film stock used will conform to Federal Standard No. 125D and will be on safety-base permanent record film as specified in 36 C.F.R. § 1230.14. The silver original microfilm will be stored in accordance with standards specified in 36 C.F.R. § 1230.20. The master files of permanent record microfilm will be inspected every two years until accepted by the National Archives.</p> <p>(1) Silver halide original and one copy (silver, diazo, or vesicular), for the <u>subjective, file system and the Chronological, file system</u>. component, and "sensitive" file systems, and the Incoming Action Reports. <u>Disposition:</u> PERMANENT. Cut off at the end of each Attorney General's tenure and transfer to the WNRC. Transfer to the National Archives 15 years after cutoff.</p> <p>(2) All other copies relating to the <u>subjective and chronological system, as well as copies of any other system of record.</u> <u>Disposition:</u> Destroy when no longer needed for program or reference purposes.</p> <p>c. <u>Finding aids (hardcopy form) for the paper subjective files, and for the microfilm records of the subjective and chronological file systems.</u> <u>Disposition:</u> PERMANENT. Transfer with permanent records described in items 1a(1) and 1b(1) above, using same disposition procedures.</p> <p>Classified records documenting programs, activities and projects of the Office of the Attorney General (paper form). These records are not microfilmed. ca. 25 ft³. Rate of accum: ca. 5 ft/yr. <u>Disposition:</u> PERMANENT. Cut off at the end of each Attorney General's tenure. Transfer to the WNRC when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.</p>	<p>Electronic index and printout for the systems described above.</p> <p>Create a copy of the electronic index at the end of each AG's tenure. Transfer the electronic tape and supporting documentation, in accordance with 36 CFR 1228, upon completion of editing and verificatio</p>	<p>systems described above, and the alpha (citizen mail) files.</p>