





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-60-89-7	DATE RECEIVED 8/30/89
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Policy Development		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of Information and Privacy			
4 NAME OF PERSON WITH WHOM TO CONFER Richard Huff, Co-Director	5 TELEPHONE EXT 633-4251	DATE 9/2/89	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 1 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 08-29-89	C SIGNATURE OF AGENCY REPRESENTATIVE  Bernard W. Bergling	D TITLE Records Officer, 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>LITIGATION FILES</u></p> <p>The Office of Information and Privacy (OIP) processes initial Freedom of Information Act and Privacy Act requests made to the Department for records within the Offices of the Attorney General, Deputy Attorney General, Associate Attorney General, and * the Office of Policy Development. OIP also processes administrative appeals from denials of initial requests originally made to other components of the Department. Records established as litigation files are matters that have been litigated in the United States District Court and the United States Court of Appeals for the D.C. Circuit by OIP attorneys. These files contain (1) copies of all court filings by the parties, (2) orders issued by the court, (3) correspondence between opposing counsel, (4) memoranda memorializing conversations between the principal counsel and the client and/or opposing counsel, (5) memoranda of legal research and analyses, (6) recommendations regarding subsequent appeal, and (7) draft documents.</p> <p>Litigation case files.</p> <p>Disposition: Transfer to the WNRC 3 years after the case is closed. Destroy 10 years after case is closed.</p> <p>* Office of Public Affairs and</p>	<p>All changes to this proposed schedule have been approved by</p> <p> NARA Appraiser date 8/30/89</p>	<p> DOJ Records Officer date 08-30-89</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7
ITEM
NO

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9 GRS OR
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c. Its intensity of public interest, expressed by (1) a demonstrated interest of a Congressional Committee, or the Executive Office of the President, or (2) a high degree of national media attention.

Disposition: Permanent. Transfer selected cases to the Washington National Records Center (WNRC) 3 years after the case is closed. Offer to the National Archives and Records Administration 10 years after case is closed.

Annual volume is estimated at less than one cubic foot.

2. Litigation case files other than those selected as significant in item 1 above.

Disposition: Transfer to the WNRC 3 years after the case is closed. Destroy 10 years after case is closed.