

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-60-89-10

DATE RECEIVED

8/3/89

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Land & Natural Resources Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Catherine Barbour
Catherine Barbour

7/31/89

272-9888

3/28/96

[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

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

08-02-89

Bernard W. Berglynd
Bernard W. Berglynd

Assistant Chief, Records Management
Section, Justice Mgt. Division

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SUPERSEDED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)

1. RECORDS OF THE OFFICE OF THE ASSISTANT ATTORNEY GENERAL
1. Official records of the office.
- a. Files of the Assistant Attorney General (AAG) consisting of official subject, project and correspondence files documenting projects, activities and programs relating to the responsibilities of the AAG and the Land & Natural Resources Division. File arrangement is numerical. Estimated volume: 5-10 cubic feet per year.
- DISPOSITION: Permanent. Cut off at end of AAG's tenure. Transfer to Washington National Records Center (WNRC) when no longer needed for reference, or 2 years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.
- b. Files of the Deputy Assistant Attorneys General (DAAG) consisting of official subject, project and correspondence files documenting programs, activities and projects relating to the Land & Natural Resources Division. File arrangement is numerical. Estimated volume: 2-5 cubic feet per year.

withdrawn

*Copies sent to agency
NCF, MNT m-2 3/30/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

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: Permanent. Cut off at the end of DAAG tenure. Transfer to WNRC when no longer needed for reference, or 2 years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.</p>		