REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)

Department of Justice

MAJOR SUBDIVISION

Land & Natural Resources Division

MINOR SUBDIVISION

Office of the Assistant Attorney General

NAME OF PERSON WITH WHOM TO CONFERENCE

Catherine Barbour

DATE RECEIVED

8/3/89

DATE

3/24/90

TELEPHONE EXT

272-9888

ARCHIVIST OF THE UNITED STATES

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

08/02/89

C SIGNATURE OF AGENCY REPRESENTATIVE

Bernard W. Bergland

D TITLE

Assistant Chief, Records Management Section, Justice Mgt. Division

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Official records of the office.</td>
<td></td>
<td></td>
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<tr>
<td>a.</td>
<td>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 &amp; 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.</td>
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<td>b.</td>
<td>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 &amp; Natural Resources Division. File arrangement is numerical. Estimated volume: 2-5 cubic feet per year.</td>
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115-108 NSN 7540-00-634-0664

STANDARD FORM 115 (REV 8-83)

Prescribed by GSA
FPMR (41 CFR) 101-11 4
**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.