

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-91-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0060-2017-0025

Date Reported: 11/01/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

2123

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-60-91-4

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

DATE RECEIVED

6-7-91

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Justice

2 MAJOR SUBDIVISION

Justice Management Division

3 MINOR SUBDIVISION

Information Management Staff of the
Executive Secretariat

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Ronald J. Playchan

514-2603

7/30/91

[Signature]

5 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

05-08-91

[Signature]
Bernard W. Berglund

OBD Records Liaison, Systems Support Staff, Justice Management 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9 GRS OR SUPERSEDED JOB CITATION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)

Congressional Records

1. Congressional Committee Chairman Correspondence Files. These consist of letters and attachments transmitted by Congressional committee and sub-committee chairmen, minority leaders, etc., regarding issues of Department interest, together with copies of any Department responses. They are arranged by Congress, and therein alphabetically by the name of the originator. Biannual volume is approximately 5 cubic feet.

N1-60-85-1, Item 2

Disposition: PERMANENT. Cut off at the end of each Congress. Transfer to the WNRC 2 years after cutoff. Transfer to the National Archives 10 years after cutoff.

Copies sent to agency NN-W NNT NCF 7/31/91

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. GRSOR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p><u>Congressional Correspondence Files.</u> Consists of letters and attachments transmitted by individual members of Congress on a variety of matters, especially constituent referrals, with copies of Department responses to these letters. They are arranged alphabetically by name of the originator within each Congress. The contents of these files are duplicated in files maintained by other Departmental components assigned the responsibility for preparing a response.</p> <p><u>Disposition:</u> Cut off at the end of each Congress. Destroy 2 years after cutoff.</p>	NCl-60-85-1, Item 3	