


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-60-92-2</i>	DATE RECEIVED <i>10-28-91</i>
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Civil Division			
3 MINOR SUBDIVISION Office of Management Programs			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Larry J. Easterling</i> Larry J. Easterling	5 TELEPHONE 202-307-0576	DATE <i>4/24/92</i>	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 7 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>10-22-91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer, Systems Policy Staff, Justice Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>RECORDS OF THE CLASSIFICATION AND DOCKET UNITS OF THE CIVIL DIVISION, DEPARTMENT OF JUSTICE</p> <p>Classification and index docket cards created in the Classification Unit and Docket Units of the Civil Division, Department of Justice. These units created the cards used to track the receipt, nature, assignment, and disposition of cases received and opened in the Civil Division. The Classification Unit assigns a unique Department of Justice (DJ) number to each case, which is the basis for all subsequent identification and tracking of the case and the official file for it. The cards are finding aids organized alphabetically by name of party or numerically by DJ number.</p> <p><u>Civil Division Classification Cards, 1960 - 1978, Alphabetical (3x5).</u></p> <p>Alphabetical cards for each new case received or opened in the Civil Division</p>	NC1-60-83-5 Item 1	

Copies sent to agency, NN-W, NNT, NCF, NIA 4/28/92

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2.	<p>between 1960 and 1978, listing the name of the parties, civil action number, date received, court district, and unique Department of Justice number (DJ number) for identification and tracking. Since October 1978, the Civil Division has entered all such information on a comprehensive automated case tracking system, creating and keeping printed classification cards only for secondary documentation.</p> <p>A. Classification cards for cases closed prior to October 1978.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to National Archives in 2009.</p> <p>B. Classification cards for cases still pending in October 1978.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to National Archives in 2019.</p> <p>C. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p> <p><u>Civil Division Classification Cards Created Since October 1978, Alphabetical (3x5 and 4x6).</u></p> <p>Alphabetical cards for each new case received or opened in the Civil Division since October 1978, listing the name of the parties, civil action number, date received, court district, and unique Department of Justice number (DJ number) for identification and tracking. These cards duplicate information entered into the Civil Division's comprehensive automated case tracking system. They are useful only as secondary documentation, and the Civil Division will retain</p>		

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	<p>microfilm copies for reference after retiring the printed cards.</p> <p>A. Classification cards.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC in annual groups 6 years after the year of classification or 3 months after microfilming the annual set, whichever is later. Transfer to the National Archives 30 years after the year of classification.</p> <p>B. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p>		
3.	<p><u>Classification Cards, Immigration Cases, 1975 - 1982, Alphabetical (3x5).</u></p> <p>Alphabetical cards for each new immigration litigation case received or opened in the Criminal Division of the Department of Justice between 1975 and 1982. The cards list the name of the parties, civil action number, date received, court district, and unique Department of Justice number (DJ number) for identification and tracking. In 1982, responsibility for immigration litigation transferred from the Criminal Division to the Civil Division. The Criminal Division thereupon transferred custody of these cards to the Civil Division, which entered information concerning the cases then open on a comprehensive automated case tracking system. The Civil Division has entered information concerning immigration cases subsequently received or opened on this automated tracking system, and the cards printed from these entries are included in Item 2.a.</p>		

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	<p>A. Classification cards for cases closed prior to 1982.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2013.</p> <p>B. Classification cards for cases still pending in 1982.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2023.</p> <p>C. Classification cards for deportation cases.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2013.</p> <p>D. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p>		
4.	<p><u>Civil Division Index Docket Cards, 1960 - 1978, Alphabetical (3x5).</u></p> <p>Individual alphabetical cards for <u>each</u> party involved in Civil Division cases, listing the name of the individual party, the court number, the unique Department of Justice number (DJ number) for identification and tracking, the litigating component to which the case was assigned, the litigation subject of the case, and limited notations concerning some correspondence received on the case. In 1978, the Civil Division discontinued the creation of these cards, relying instead on the information maintained in a comprehensive automated case tracking system.</p>	NC1-60-83-5 Item 2.b.	

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5.	<p>A. Docket cards.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2009.</p> <p>B. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p> <p><u>Civil Division Index Docket Cards, Patent Cases, 1940 - 1981, Alphabetical (3x5).</u></p> <p>Individual alphabetical cards for <u>each</u> party involved in Civil Division patent cases, listing the name of the individual party, the court number, the unique Department of Justice number (DJ number) for identification and tracking, the litigating component to which the case was assigned, the litigation subject of the case, and limited notations concerning some correspondence received on the case. In 1981, the Civil Division discontinued the creation of these cards, relying instead on the information maintained in a comprehensive automated case tracking system.</p> <p>A. Docket cards.</p> <p><u>Disposition:</u> Permanent. Transfer to WNRC immediately. Transfer to the National Archives in 2012.</p> <p>B. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p>		
6.	<p><u>Civil Division Index Docket Cards, Claims Court, 1945 - 1982, Alphabetical (3x5).</u></p> <p>Individual alphabetical cards for <u>each</u> party involved in Civil Division litigation in the U.S. Claims Court,</p>	NC1-60-83-5 Item 2.a.	

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	<p>listing the name of the individual party, the court number, the unique Department of Justice number (DJ number) for identification and tracking, the litigating component to which the case was assigned, the litigation subject of the case, and limited notations concerning some correspondence received on the case. In 1982, the Civil Division discontinued the creation of these cards, relying instead on the information maintained in a comprehensive automated case tracking system.</p> <p>A. Docket cards.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2013.</p> <p>B. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p>		
7.	<p><u>Civil Division Index Docket Cards, Claims Court, 1945 - 1980, Numerical (3x5).</u></p> <p>Individual numerical cards for each Civil Division case in the U.S. Claims Court, listing the name of the individual party, the court number, the unique Department of Justice number (DJ number) for identification and tracking, the litigating component to which the case was assigned, and the litigation subject of the case. In 1980, the Civil Division discontinued the creation of these cards, relying instead on the information maintained in a comprehensive automated case tracking system.</p> <p>A. Docket cards.</p> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2011.</p>		

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	<p>B. Microfilm copies of cards.</p> <p><u>Disposition:</u> Destroy when no longer needed for agency use.</p>		