

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>N1-60-93-11</i>	DATE RECEIVED <i>4-7-93</i>
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Deputy Attorney General Office of the Associate Attorney General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Ronald J. Plavchan</i> Ronald J. Plavchan	5 TELEPHONE <i>4/2/93</i> 514-2063	DATE <i>4-3-95</i>	ARCHIVIST OF THE UNITED STATES <i>Archie Hudspeth Petersen</i>

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 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, 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>04-02-93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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>Unclassified records of the Deputy Attorney General, including Associate Deputy Attorneys General and special assistants, are authorized for disposition by NARA Job No. N1-60-81-4, Items 1A and 1B. Disposition of unclassified records of the Associate Attorney General, including Deputy Associate Attorneys General and special assistants, is authorized by NARA Job No. N1-60-84-5, Items 1A and 1B.</p> <p><u>Classified records</u> of the Deputy Attorney General, including Associate Deputy Attorneys General and special assistants.</p> <p><u>Disposition:</u> PERMANENT. Cut off at the end of individual's tenure. Transfer to the Washington National Records Center (WNRC) when no longer needed for active reference or one year after cutoff, whichever is sooner. Offer to the National Archives and Records Administration (NARA) 15 years after cutoff.</p> <p><i>Copies sent to NCF, NNT #10/1954</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF 2

7
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

2. Classified records of the Associate Attorney General, including Deputy Associate Attorneys General and special assistants.

Disposition: PERMANENT. Cut off at the end of individual's tenure. Transfer to the WNRC when no longer needed for active reference or two years after cutoff, whichever is sooner. Offer to NARA 15 years after cutoff.

I concur in the change in transfer dates.

Bernard M. Begliof 02-02-95
Departmental Records Officer Date

James J. Plavcher 2/2/95
Archivist/Executive Secretariat Date

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-60-93-11
ITEM COUNT
2

SUMMARY

This job revises disposition for the security classified records of the Deputy Attorney General, Associate Deputies and special assistants. The previous disposition made no distinction between classified and unclassified records. This obviously caused problems in storage, transfer, and release of the permanent records. DOJ now proposes to schedule the classified records separately. Approval of this job will allow the WNRC to minimize the amount of classified storage used for DAG and AAG records, and expedite the release of unclassified records pending declassification review of the classified records.

I recommend approval of this schedule.

RECOMMENDATION

- 1. APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
Items 1 and 2
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required — Publication Date:
Copies Requested:
Comments Received:

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Marc G. Wolf</i>	2/13/95
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Henry Woyt</i>	2/13/95
CONCURRENCES	NNT	<i>Genevieve Phyllis</i>	2/16/95
	NN-E (Everly)	<i>Claine C. Everly</i>	2/21/95



U. S. Department of Justice

Washington, D C 20530

Ad 2/13/95

Wolfe

February 3, 1995

Marc A. Wolfe
Records Appraisal and
Disposition Division
National Archives and Records
Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Wolfe:

Reference your letter dated February 1, 1995 regarding the schedule for the classified records of the Deputy Attorney General and Associate Attorney General and their staffs.

Enclosed is the schedule with the Department's concurrence on the transfer of these records to the National Archives after 15 years. If you have any questions, please call me on 202-514-6283.

Sincerely,

A handwritten signature in cursive script that reads "Bernard W. Berglund".

Bernard W. Berglund
Records Officer
Systems Policy Staff
Information Resources Management
Justice Management Division

Enclosure

February 2, 1995

Mr. Bernard W. Berglind
Department of Justice
Systems Policy Staff/IRM/JMD
Suite 850, WCTR
1001 G Street NW
Washington, DC 20530

Dear Mr. Berglind:

The National Archives has completed its review of the classified files of the Deputy Attorney General, Associate Deputies and special assistants, the Associate Attorney General and Deputies and special assistants, registered as Job No. N1-60-93-11. In form and content these files differ from the associated unclassified files only in terms of being classified. We feel that the retention periods should be the same for both unclassified and classified series.

Accordingly we have revised the SF-115 to provide that both series be transferred to the National Archives 15 years after cutoff. In order to complete the approval process we ask that you sign and date on the line provided for your concurrence on page two of the SF-115.

If there are any questions please contact me at (301)-7113-7110, extension 241. This matter has been discussed with Ron Plavchan, records management liaison for the Executive Secretariat.

Sincerely,

MARC A. WOLFE
Records Appraisal and
Disposition Division

Enclosure

Official File - NIR
Reading File - NIR

cc: NIRC
Job No. N1-60-93-11 (Wolfe)

Mwolfe:mj t2/2/95 doc s:\wpfiles\aag.ltr

File - Justice Department

National Archives



APPAISAL REVIEW: RECOMMENDED ACTION Washington, DC 20408

ON
REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
NIR SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: NI-60-93-11

Instructions:

1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if "concur if modified" or "do not concur" box is checked. Comments are optional otherwise.
4. Heads (or designees) of reviewing units must complete this form.

Unit Symbol	Date (mm-dd-yy)	RECOMMENDATION			RECOMMENDED BY
		Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NNTA	10-8-93			✓	<i>Arnold E. Senger</i>
NNT	10-21-93			✓	<i>Genevieve Kelly</i>

ACTION TAKEN BY NNA, NNL, NN-W, or NIR

NN-W	10/29/93			✓	<i>Franklin W. Burch</i>
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(NN-W: Rev. 5/90)

National Archives



Washington, DC 20408

Date October 15, 1993
Reply to NN-F
Attn of
Subject NI-60-93-11
To NNT

I agree with Ron Swerczek's comments. In addition, in my experience, it is not classified information that is the most sensitive in DoJ files but rather Grand Jury or Source material. As we are going to take files at 15 years with this information in it I suggest that also take these classified records at 15 years.

National Archives



Washington, DC 20408

Date October 8, 1993
 Reply to
 Attn of NNTA
 Subject N1-60-93-11
 To NNT

I have reservations regarding the proposed extension of the transfer date for the records of the Deputy and Associate Attorneys General. The records should be treated as a single entity. If the classified portions "differ from their unclassified counterparts only in sensitivity of subject matter," they must be closely inter-related. I see little value in transferring different parts of standard correspondence or subject files 15 years apart. If the draft executive order goes into effect, newly classified information is to be declassified after 15 years anyway. I recommend non-concurrence.

Ronald E. Swerczek

RONALD E. SWERCZEK
 Chief, Archival Projects Branch
 Textual Projects Division

10/21/93
 NN-W/NIR:

NNT concurs with position taken by NNTA. NND and NN-F were requested to comment. See NN-F's comment.

Benedine J. Phillips
 Dir., Textual Projects Div.

National Archives



APPAISAL REVIEW: RECOMMENDED ACTION Washington, DC 20408
ON

REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
NIR SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: NI-60-93-11

Instructions:

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4. Heads (or designees) of reviewing units must complete this form.

Unit Symbol	Date (mm-dd-yy)	RECOMMENDATION			RECOMMENDED BY
		Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NNR	9-27-93	<input checked="" type="checkbox"/>			<i>L. Michael McRae</i>

ACTION TAKEN BY NNA, NNL, NN-W, or NIR

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(NN-W: Rev. 5/90)

National Archives



Washington, DC 20408

HW 9/17/93

JK 9/20/93

Date **September 17, 1993**
 Reply to **NIRC (Richter)**
 Attn of
 Subject **N1-60-93-11**
 To **NIR**
NN-W *JR*

The Department of Justice (DOJ) requests revised disposition authority for the security classified files of the Deputy Attorney General (DAG) and Associate Attorney General (ASG), including classified material generated or accumulated by their respective immediate subordinates. Official files of the DAG and ASG are covered by NC1-60-81-14 and NC1-60-84-5 respectively, but the existing schedules make no separate provisions for classified records. As a result, the existing classified accessions are scheduled for transfer to the National Archives 15 years after cutoff; a premature date for both DOJ and NARA. The present submission rectifies the situation by delaying transfer an additional 15 years.

The rate of accumulation of these series will undoubtedly vary from tenure to tenure, but the total annual volume will most likely not exceed four or five feet. For fiscal year 1988 to the present, a total of 21 cubic feet of DAG records and 7 feet of ASG files has been retired to WNRC.

The records differ from their unclassified counterparts only in sensitivity of subject matter; they are standard correspondence and subject files, usually documenting involvement with or responsibility for a particular issue, or providing an overview of the number and range of sensitive issues of concern to DOJ at any one period.

I recommend approval of this schedule. The records are of obvious permanent value; this revision to the existing schedule will enable both DOJ and NARA to handle them appropriately.

Patricia Richter
 Records Appraisal and
 Disposition Division