

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>N1-60-94-2</i>	DATE RECEIVED <i>3-23-94</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Attorney General			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM CONTACTED Robert M. Yahn Department Executive Secretariat		5 TELEPHONE <i>3/13/94</i> 202-514-2063	DATE <i>3-30-95</i>
		ARCHIVIST OF THE UNITED STATES <i>Arudy Hudson Peters</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 3 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>03-21-94</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 style="text-align: center;"><u>OFFICIAL RECORDS OF THE ATTORNEY GENERAL</u></p> <p>Unclassified records documenting the programs, activities and projects of the Attorney General (AG).</p> <p>a. Hard copy (paper) records.</p> <p>(1) The official records of the AG maintained by the Department Executive Secretariat (ExSec).</p> <p>(a) Subject files containing controlled correspondence arranged in alphabetical order by subject. Rate of accumulation: ca. 40 ft/yr.</p> <p><u>Disposition:</u> PERMANENT. Cut off annually and transfer to the Washington National Records Center (WNRC) upon completion of the microfilm verification. Transfer to the National Archives (NA) 15 years after cutoff.</p>	<p>N1-60-88-14 Item 1A(1) and 1A(3)</p>	

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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>(b) Chronological file containing only a copy of the signed outgoing correspondence and attached ExSec control sheet arranged from latest to earliest date of signature.</p> <p><u>Disposition:</u> Cut off annually and destroy upon completion of the microfilm verification.</p> <p>(2) Transitory records of the Office of the AG, controlled and maintained by the ExSec.</p> <p><u>Disposition:</u> Cut off annually and destroy one year after cut-off or when no longer needed for reference.</p> <p>(3) Working files of the AG maintained exclusively by the AG's confidential assistant. Included are calendars, appointment books, schedules, briefing books and binders, logs and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the AG that contain unique substantive information relating to the official activities of the AG. Arrangement varies.</p> <p><u>Disposition:</u> PERMANENT. Cut off at end of AG's tenure and transfer to WNRC when no longer needed for reference. Transfer to the NA 15 years after cutoff.</p> <p>b. Microfilm of records systems. File systems will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230. The film stock used will conform to Federal Standard No. 125D and will be on safety-base permanent record film as specified in 36</p>	N1-60-88-14, Item 1A(2)	

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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)
	<p>CFR 1230.14. The silver original microfilm will be stored in accordance with standards specified in 36 CFR 1230.20. The master files of permanent record microfilm will be inspected every two years until accepted by NA.</p> <p>(1) Silver halide original for the subject and chronological file systems.</p> <p><u>Disposition:</u> PERMANENT. Cut off at end of each AG's tenure and transfer to the WNRC. Transfer to the NA 15 years after cutoff.</p> <p>(2) Diazo copy relating to the systems above.</p> <p><u>Disposition:</u> PERMANENT. Cut off at the end of each AG's tenure and transfer to the NA 15 years after cutoff</p>	<p>N1-60-88-14 Item 1b(1)</p> <p>N1-60-88-14 Item 1b(2)</p>	
2.	<p>Finding aids (hard copy) for the subject files (textual records) and for the microfilm records.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the NA with the permanent records described in 1a(1)(a) and (b), and 1b above, using the same disposition procedures.</p>	N1-60-88-14 Item 1c	
3.	<p>Unclassified records documenting the programs, activities and projects of the Counselor, Executive Assistant, and Special Assistants to the AG. Included are calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Office of AG that contain unique substantive information relating to the official activities of the AG's staff. Arrangement varies. These records are not microfilmed.</p>	NC1-60-81-8 Item 1B	

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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)
4.	<p><u>Disposition:</u> PERMANENT. Cut off at the end of each AG's tenure or when the individual departs the AG's staff and transfer to the WNRC when no longer needed for reference. Transfer to the NA 15 years after cutoff.</p> <p>Classified records documenting programs, activities and projects of the Office of the AG. These records are not microfilmed. Rate of accumulation: ca. 5 CF/yr.</p> <p><u>Disposition:</u> PERMANENT. Cut off at the end of each AG's tenure and transfer to the WNRC when no longer needed for program or reference purposes. Transfer to the NA 15 years after cutoff.</p> <p>NOTE: All records shall be placed in boxes and sealed prior to transfer to WNRC. Only authorized Department of Justice personnel shall retrieve records from the boxes in the WNRC.</p>	N1-60-88-14 Item 2	