

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-60-94-6	DATE RECEIVED 7-21-94
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Civil Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>Larry J. Easterling</i> Larry J. Easterling	5 TELEPHONE 202-616-8074	DATE 4-21-95	ARCHIVIST OF THE UNITED STATES <i>Arudy Huchano 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 ___ 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 07-20-94	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>DOCUMENTS SUBMITTED TO THE CIVIL DIVISION, DEPARTMENT OF JUSTICE</p> <p>"Submitted Documents" are documents, evidentiary in nature and usually created prior to the Civil Division's involvement in the case, that the Civil Division receives or obtains from persons or entities outside of the Division in the course of representing the legal interests of the United States.</p> <p>"Submitted Documents" include: documents obtained pursuant to grand jury subpoena; documents obtained pursuant to requests for the voluntary production of documents; and documents obtained from other agencies.</p> <p>A. Submitted Documents that are:</p> <ul style="list-style-type: none"> - exhibits to a case or grand jury transcript; or - necessary for the adequate and proper documentation of the nature, course, argument, <p><i>Copies sent to agency, NNT 4/28/95</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

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handling, and outcome of a case; or

- relevant to current or anticipated litigation; or
- useful for legal research or reference.

DISPOSITION: Incorporate copies into appropriate official litigation case file at time of case closure and handle in accordance with disposition schedules established for such case file records.

B. All other Submitted Documents.

DISPOSITION: Omit from official litigation case file. Return all original documents to the party that submitted them before or promptly after officially closing the case. Promptly return any copied documents to the party that submitted them if the submitter desires their return. If the submitting party does not desire return of the copied documents, destroy them with appropriate safeguards for sensitive information.