

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) Department of Justice	
2. MAJOR SUBDIVISION Office of Policy Development	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Nancy E. Navarro Nancy E. Navarro	5. TELEPHONE 3-28-95 202-616-0040

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-60-95-2	
DATE RECEIVED 3-30-95	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 11-13-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 3-28-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
-----------------	---	--------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>ASSISTANT ATTORNEY GENERAL</u> <u>OFFICE OF POLICY DEVELOPMENT (OPD)</u></p> <p>The OPD is responsible for planning, developing, and coordinating the implementation of major criminal and civil justice policy initiatives of the Attorney General and the administration. The Office assures consistency and coordination of internal and interdepartmental policy initiatives or activities; researches, develops, and implements a wide range of departmental and administration initiatives and programs; reviews and analyzes legislation and other policy proposals and coordinates departmental efforts to effect those of special interest to the Department and the administration; coordinates regulatory development and review of proposed rules; serves as liaison to the Office of Management and Budget on regulatory issues; evaluates potential nominees for Federal judicial and U.S. Attorney appointments; and assists in the preparation of nominees for Senate confirmation. OPD supervises the Office of Public Liaison and Intergovernmental Affairs.</p> <p><i>Copies sent to agency 11/26/96 J</i></p>		

Office of Policy and Development
Attachment to SF 115, Job No. N1-60-95-2

The Office of Policy and Development (OPD) was created in 1989 to enhance the central management of the Department of Justice by acting as a central point for the development and coordination of departmental policy. The OPD is responsible for planning, developing, and coordinating the implementation of major criminal and civil justice policy initiatives of the Attorney General and the administration.

Item 1. Chronological and Administrative Files

a. Chronological Files. 03/1991 - 08/1992

Personal chronological files of Steven R. Schlesinger, include: copies of correspondence regarding internal DOJ talks and staff luncheons, job applicant referrals, and opinions from the general public and public interest groups regarding DOJ policies.

DISPOSITION: TEMPORARY Destroy immediately upon approval of schedule

b. Administrative Files, 1991 - 1992

Routine administrative files regarding individual OPD personnel decisions.

DISPOSITION: TEMPORARY Destroy immediately upon approval of schedule.

Item 2. Reference Material Files, 1991-1992

a. Background files consisting of copied material, filed alphabetically by subject, used in the creation of advisory papers and briefing books for the Attorney General and DOJ staff.

DISPOSITION: TEMPORARY. Destroy 4 years after the alphabetically filed subject material ceases to have any significant reference value.

b. Background files consisting of copied material, filed alphabetically by subject, containing in-depth research on specific topics for the Attorney General and DOJ staff.

DISPOSITION: TEMPORARY. Destroy 4 years after the alphabetically filed subject material ceases to have any significant reference value.

Approved:

Nancy E. Navarro 8/12/96
Nancy E. Navarro, OPD

Bernard Bergling 08/12/96
Bernard Bergling, IMSS/JMD