

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
 DOJ Executive Secretariat

3. MINOR SUBDIVISION
 Information Management Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald J. Plavchan
 Ronald J. Plavchan

5. TELEPHONE
4/3/95
 202-616-0072

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-60-95-3

DATE RECEIVED
4-19-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
7/28/95

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 <i>04-17-95</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 GRS OR SUPERSEDED JOB CITATION	10.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><u>AUTOPEN REQUEST FILE</u></p> <p>Requests submitted by authorized Executive office staff members empowering the Department Executive Secretariat to use the Auto-pen to affix the signature of the Attorney General, the Deputy Attorney General, or the Associate Attorney General to specified documents or photographs. Request memoranda include the date of the request, signature of the requestor, identification of the item to be autopenned, and any special instructions. Also includes the date action was taken and the initials or signature of the operator of the Autopen. Arrangement is in date sequence (reverse chronological order) by date of action taken.</p> <p><u>Disposition.</u> Cut off at the end of Attorney General's tenure. Destroy two years after cutoff, or when no longer needed for reference, whichever is sooner.</p> <p><i>Copies sent to agency, NNT 8/10/95</i></p>		