

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 <i>NI-60-96-5</i>	DATE RECEIVED <i>5-16-96</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Division		DATE <i>12-4-96</i>	
3. MINOR SUBDIVISION Office of Enforcement Operations Legal Support Unit		ARCHIVIST OF THE UNITED STATES <i>John W. Cal.</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <i>D.A.M. Simonson, Chief</i>	5. TELEPHONE <i>202-514-0856</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 2 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>05-07-96</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Records of Legal Support Unit		
1.	Grand Jury Authorizations. File includes a memorandum from a Criminal Division section chief to the Assistant Attorney General, Criminal Division (AAG/CRM), requesting an attorney be authorized to conduct proceedings in a district; and an authorization letter to the attorney. Files are maintained alphabetically by name of attorney, by calendar year. Disposition: Cut off files annually. Destroy five (5) years after cutoff.		
2.	Records relating to disclosure of grand jury matters to State jurisdiction. Disclosure otherwise prohibited by Rule 6(e) of the Rules of Criminal Procedure occurring before the grand Jury may be made when permitted by a court at the request of an attorney for the Government, upon a showing that such matters may disclose a violation of state criminal law, to an appropriate official of		

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	<p>a state or subdivision of a state for the purpose of enforcing such law. The file contains incoming correspondence from the field requesting the AAG/CRM's authorization to file a motion pursuant to Rule 6(e)(3)(C)(iv); a memorandum from the Office of Enforcement Operations to the AAG/CRM; and the response to the requester granting approval/disapproval. Files are maintained by district and by calendar year.</p> <p>Disposition: Cut off files annually. Destroy three (3) years after cutoff.</p>		
3.	<p>Press Subpoenas (28 CFR 50.10) . No subpoena may be issued to any member of the news media or for the telephone toll records of any member of the news media, and the interrogation, indictment or arrest of a member of the news media without the express authorization of the Attorney General. The file contains the request from the U.S. Attorney; a memorandum prepared by the Office of Enforcement Operations for the signature of the AAG/CRM to the Attorney General; and the response. Files are maintained by district and by calendar year.</p> <p>Disposition: Cut off files annually. Maintain for two years after cutoff, then transfer to the Washington National Records Center. Destroy 10 years after cutoff.</p>		
4.	<p>Court Closure Records (28 CFR 50.9). Court closure guidelines apply to all Federal trials, pre- and post-trial evidentiary proceedings, arraignments, bond hearings, plea proceedings, sentencing proceedings, or portions thereof, except as indicated in paragraph 50.9(e), 28 CFR. A government attorney shall not move for or consent to the closure of any proceeding, civil or criminal, except with the express authorization of the Deputy Attorney General. Files contain the request from the United</p>		

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ITEM
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States Attorney; a memorandum prepared by the Office of Enforcement Operations for the signature of the AAG/CRM to the Deputy Attorney General; and the response back to the Criminal Division. Files are maintained by district and are cut off annually.

Disposition: Cut off files annually. Destroy three (3) years after cutoff.