

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
Criminal Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Karen Tinkham

5. TELEPHONE
202-272-4740

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-60-96-7*

DATE RECEIVED *9-13-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *12-4-96* 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>08-27-96</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|--|-----------------------------------|----------------------------------|
| 1. | <p>DOCUMENTS SUBMITTED TO THE CRIMINAL DIVISION, DEPARTMENT OF JUSTICE</p> <p>"Submitted Documents" are documents, evidentiary in nature and usually created prior to the Criminal Division's involvement in the case, that the Criminal 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 civil investigative demand; 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, | | |

DEC - 6 1996 *copy to: Agency*

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------------|--|---|--|
| | <p>handling, and outcome of a case; or</p> <ul style="list-style-type: none"> - relevant to current or anticipated prosecution or other litigation; or - useful for legal research or reference. <p><u>DISPOSITION:</u> 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.</p> <p>b. All other submitted documents.</p> <p><u>DISPOSITION:</u> 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.</p> | | |