

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-60-98-3	DATE RECEIVED 2/26/98
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Justice Management 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Management & Security Staff		DATE 10-6-98	ARCHIVIST OF THE UNITED STATES John W. Paul
4. NAME OF PERSON WITH WHOM TO CONFER Bernard W. Berglund	5. TELEPHONE 202-514-6283		

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 02-19-97	SIGNATURE OF AGENCY REPRESENTATIVE 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 GRS OR SUPERSEDED JOB CITATION	10.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><b>REMOVAL OF RECORDS REQUEST AND NONDISCLOSURE AGREEMENT ALL DEPARTMENT COMPONENTS</b></p> <p>36 Code of Federal Regulation, Chapter XII, § 1222.40 requires that agencies develop procedures to ensure that departing officials do not remove Federal records from agency custody. In compliance, the Department of Justice has issued Order DOJ 2710.8A, copy attached. This order applies to all employees in all components in the Department of Justice regardless of the type or duration of their appointment.</p> <p><u>Request and Nondisclosure Agreement.</u> These agreements are maintained by calendar year.</p> <p><u>Disposition:</u> Cut off at the end of each calendar year. If volume permits, transfer to the WNRC one year after cutoff. Destroy 10 years after cutoff.</p>		

# National Archives at College Park



8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : March 2 1998  
Reply to :  
Attn of : Marc A Wolfe   
Subject : Waiver of appraisal  
To : File - Job No. N1-60-98-3

NW units with an interest in this job waived formal review. Annual accumulation around one cubic foot.