

<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Bernard W. Berglind	5. TELEPHONE 202-514-6283	DATE 10-6-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 \_\_\_ 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 <i>Bernard W. Berglind</i> Bernard W. Berglind	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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><b><u>REMOVAL OF RECORDS</u></b> <b><u>REQUEST AND NONDISCLOSURE</u></b> <b><u>AGREEMENT</u></b> <b><u>ALL DEPARTMENT COMPONENTS</u></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>		