REQUEST FOR RECORDS DISPOSITION AUTHORITY
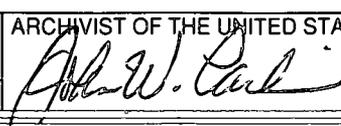## (See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Justice Management Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Bernard W. Berglind

5. TELEPHONE
202-514-6283

LEAVE BLANK (NARA use only)

JOB NUMBER N1-60-99-7

DATE RECEIVED 4-22-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-22-99

ARCHIVIST OF THE UNITED STATES John W. Carlin

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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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE 4-22-99

SIGNATURE OF AGENCY REPRESENTATIVE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	General Files for Selected Primary Classes of the Duplex-Numeric System		
	This schedule covers the general files maintained under selected primary classification numbers which have been previously approved or are pending approval by the National Archives and Records Administration (NARA). The primary classification numbers are listed below, together with the NARA Job Number and the Department component responsible for the primary classification:		
	Class 196, <u>Amicus Participation in Private Antitrust Suites</u>, NARA Job No. N1-60-89-8, Antitrust Division		
	Class 197, <u>Unfair Immigration Employment Practices</u>, NARA Job No. N1-60-88-3, Civil Rights Division		
	Class 198, <u>Criminal Environmental Matters</u>, NARA Job No. N1-60-88-1, Environment and Natural Resources Division		

Copies: Agency, NR + NWMDC

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Class 199, <u>Childhood Vaccine Injury</u>, NARA Job No. N1-60-93-3, Civil Division		
	Class 200, <u>Inter-American Convention on Letters Rogatory and Additional Protocol</u>, NARA Job No. N1-60-93-5, Civil Division		
	Class 201, <u>Radiation Exposure Compensation Act</u>, NARA Job No. N1-60-93-2, Item 1, Civil Division		
	Class 202, <u>Public Accommodations under Americans with Disabilities Act (ADA) (Title III)</u>, NARA Job No. N1-60-97-3, Item 1, Civil Rights Division		
	Class 203, <u>Money Laundering Control Act/Bank Secrecy Act</u>, NARA Job No. N1-60-93-13, Criminal Division		
	Class 204, <u>State/Local Governments under Americans with Disabilities Act (Title II)</u>, NARA Job No. N1-60-97-3, Item 2, Civil Rights Division		
	Class 206, <u>Freedom of Access to Clinic Entrances Act of 1994</u>, NARA Job No. N1-60-98-6, Civil Rights Division		
	Class 207, <u>Pattern and Practice of Police Misconduct</u>, NARA Job No. N1-60-98-7, Civil Rights Division		
	Class 208, <u>Church Arson Prevention Act of 1996</u>, NARA Job No. N1-60-98-5, Civil Rights Division		
1.	<u>General Files</u> General files are identified by standard sub-numbers (identifiable as "0" subs), each of which represents a definite category applicable to all classes. These sub-numbers may be used immediately after the standard primary class number, after the standard secondary district number, or in other combinations according to the rules of the particular classification. The files themselves are arranged chronologically. Any email and word processing documents determined to have record status shall be printed and included in the general files. The paper file is the recordkeeping ~~system~~. Copies		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER	PAGE 3 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	A. 04 - Executive orders and presidential proclamations 012 - Policies and procedures 016 - Definitions and interpretations Disposition: PERMANENT. Transfer to the Washington National Records Center (WNRC) as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old. B. 0 - General Correspondence Disposition: Transfer to WNRC as space requirements and frequency of use dictate. Destroy when 10 years old. Note: This disposition does not apply to instances in which an "0" is followed by a new sub. Such an occurrence also designates a litigative case file. C. All other general files (exclusive of 0, 04, 012, and 016). Disposition: Transfer to WNRC as space requirements and frequency of use dictate. Destroy when 10 years old.		
2.	**Electronic version of email messages and word processing documents**. Electronic documentation determined to have record status shall be copied to paper and filed in the record-keeping system, Item 1. Disposition. A. Documentation having record status. Delete after copying to paper and placement in the recordkeeping system described in Item 1. ~~B. All other documentation. Delete immediately.~~ *Bernard Berglind agreeded that these were non-record materials and the item was struck 10/19/99 C. Conn*		