

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO NC1 - 60-76-10 | |
| DATE RECEIVED MAY 8 1976 | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>5-6-76</i> Date Acting | <i>James E. O'Neil</i> Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Office of Public Information

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Karen K. Garber

5 TEL EXT
739-2014

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention

| | | |
|--------------------------|--|---|
| C DATE 4-22-76 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> Robert M. Yahn | E TITLE Chief, Directives and Records Management unit |
|--------------------------|--|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---|--------------------|-----------------|
| 1. | Master copies of public information material consisting of press releases, official speeches, testimonials, and court findings, released by the Department of Justice. Approximately six cubic feet annually. <u>PERMANENT.</u> <u>RETAIN FOR ONE YEAR, THEN TRANSFER TO FARC. OFFER TO NATIONAL ARCHIVES AND RECORDS SERVICE WHEN 25 YEARS OLD.</u> | | |
| 2. | Duplicate copies of public information material consisting of press releases, official speeches, testimonials, court findings, and other related materials. (<i>For reference and distribution</i>) <u>RETAIN FOR ONE YEAR IN THE OFFICE OF PUBLIC INFORMATION, THEN DESTROY.</u> | | |

Copy to Agency & NCW 5-13-76