

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 60 77 6
DATE RECEIVED	31 MAY 1977
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-14-77 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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 Professional Responsibility

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER *MES*
Michael E. Shaheen, Jr., Counsel

5 TEL EXT
739-5211

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 2 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 <u>5-13-77</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i>	E TITLE: <u>Chief, Records and Mail Services Unit Support Services Section, Administrative Programs Staff, Office of Management & Finance</u>
--------------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>The Office of Professional Responsibility (OPR) oversees investigations of allegations of misconduct by Department of Justice employees. The staff receives and reviews information or allegations concerning conduct by an employee that may violate the law, Department orders or regulations, or applicable standards of conduct. The office is authorized to make preliminary inquiries into such allegations, for possible referral to investigative agencies, heads of other Department organizational units or directly to the Attorney General. In the majority of cases, allegations are found to be meritless or unsubstantiated during the course of the OPR investigation.</p> <p>Description of content and arrangement of records. The OPR creates and maintains a file for each alleged incident of misconduct on the part of a Department of Justice employee. Case files include the original complaint or report and any reports developed or collected during the course of the OPR's investigation. A record is also made as to the disposition of the matter (i.e. referred to another investigative component, or determined to be unsubstantiated or meritless).</p> <p>These files are arranged in chronological order according to the date the investigation was initiated.</p>		<i>3 items</i>

115-107
Sent to agency, NCW, NNB - 6/16/77

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Files of meritless or unsubstantiated allegations.</p> <p><u>Disposition:</u> DESTROY six (6) months after close of investigation (determination that allegation is meritless).</p> <p>b. Files of allegations referred to another office for broader investigation. NO ARCHIVAL VALUE.</p> <p><u>Disposition:</u> Transfer to WNRC one (1) year after close of case. DESTROY ten (10) years after close of case or investigation.</p> <p>c. Files of allegations referred to another office for broader investigation, which are deemed to have a permanent or enduring archival value. The Counsel, OPR, will be responsible for designating these significant cases for permanent retention based on one, or both, of the following criteria.</p> <ol style="list-style-type: none">1. A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations or law enforcement policies.2. An investigation or case can be regarded as significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a congressional committee or the Executive Office of the President, or (b) a high degree of national media attention. <p><u>Disposition:</u> PERMANENT. Transfer to WNRC one (1) year after investigation or case is closed. Offer to NARS ten (10) years after close of case or investigation.</p> <p>* Annual accumulation of permanent records (Item 1c): ca. .75 cu. ft.</p>		