

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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 Management and Finance

3 MINOR SUBDIVISION
Administrative Programs Staff

4 NAME OF PERSON WITH WHOM TO CONFER
Robert M. Yahn

5 TEL EXT
739-4256

LEAVE BLANK

JOB NO
NC 1 60 78 2

DATE RECEIVED
5 OCT 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-11-78
Date *James S. ...*
Archivist of the United States

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 3 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 *9-29-77*

D SIGNATURE OF AGENCY REPRESENTATIVE *Robert M. Yahn*

E TITLE
Chief, Records and Mail Services Unit (SSG)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Class - 44 Department of Justice</p> <p>This classification number contains administrative matters concerning Department of Justice offices, boards, legal divisions and bureaus, including their field offices. However, it does not contain administrative matters of the United States Attorneys offices or the United States Marshals offices.</p> <p>General Divisions are:</p> <p>44-1 Accounts (includes files on appropriations, subsistence and travel regulations, accounts examiners, disbursements, Office of Management and Budget, money recovered from sale of public property)</p> <p>44-2 Buildings (includes files on office space, building repairs)</p> <p>44-3 Administration and Organization (includes files on the authorities and responsibilities of department officials, management surveys and organizational activity reports)</p>		2 items

*sent to Agency NNF + NNB + NCU
mgj 9-14-78*

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>44-4 Correspondence (includes files on correspondence rules and regulations, records disposition schedules)</p> <p>44-5 Rules and Regulations (includes files on leave regulations, fire regulations, procedures for solicitations for charities, garnishment)</p> <p>44-6 Maintenance and Supplies (includes files on vehicle operations, printing, telephones, surplus property transfers)</p> <p>44-7 Welfare and Social Service (includes files on services provided for Department employees, such as payroll deductions and Federal Employees Health Insurance)</p> <p>44-8 Personnel Reclassification, etc. (includes files on awards programs, security clearance procedures, Schedule-C appointments)</p> <p>44-9 Miscellaneous (includes files on Attorney General portraits, the seal and flag of the Department)</p> <p>44-10 Expositions (includes files on Departmental participation in public information exhibits)</p> <p>44-11 Relocation Site (includes files on emergency relocation activities of the Department)</p> <p>General Subdivisions (to be used after specific subheads, e.g. 44-3-01) are;</p> <p>01 Litigation 02 Circulars and Orders 03 Cooperation, Coordination Conferences 04 Executive Orders and Proclamations 06 History, Reports, Data 09 Publicity and Publications 010 Forms 012 Policy and Procedure 016 Definitions and Interpretations</p>		

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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. General Division file 44-3, as well as General Subdivision files 01, 012 and 016 relating to all General Division subheads.</p> <p>Disposition: PERMANENT / Transfer to Federal Archives and Records Center as operational requirements permit. Offer to NARS when 25 years old. (The volume of records to be transferred to NARS for permanent retention is estimated at less than three cubic feet per year.)</p> <p>b. Remaining Class 44 files.</p> <p>Disposition: Transfer to Federal Archives and Records Center as operational requirements permit. Destroy when 25 years old.</p>		<p>(exclusive of General Subdivision files 01, which are not approved for disposition at this time).*</p>

* Revision of disposition instructions authorized by Robert M. Yahn, Chief, Records Administration Section, OMF, DOJ.

Robert M. Yahn
 1/1/58