

Received 12 Nov 80 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCL-60-80-6
DATE RECEIVED 3-18-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-14-80 <i>James E. O'Neil</i> Date <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
Justice Management Division

3. MINOR SUBDIVISION
Office of Personnel and Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Sylvia Valloric

5. TEL EXT
633-4254

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 2/8/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Gahn</i> Robert M. Gahn	E. TITLE Chief, Records Maintenance and Disposition Section, Records Management Group/RPS/OPA/JMD
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Administrative management records. These include the directives case files and forms files. The directives are issued by the Justice Management Division (JMD) and prescribe administrative procedures in the areas of budget, finance, property, space, paperwork management, personnel, procurement, equipment, supplies, etc.</p> <p><u>Directives Case Files.</u> These files include Form(s) DOJ-178, Clearance Record(s); original and printed copy of directive; each draft version of the directive released for clearance outside of JMD and all documentation received as a result of the clearance; and other pertinent background material.</p> <p>a. Department of Justice (DOJ) orders and changes there-to applying to the Department as a whole; and Office, Board and Division (OBD) orders and changes thereto applying only to OBDs including U.S. Attorney offices.</p> <p>DISPOSITION: Destroy 5 years after the order is obsoleted or canceled.</p>	GRS-16, Item 1	<i>5 items</i>

*Copy to NAF
MPE
agency
new*

closed - 4-21-80

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>b. DOJ notices applying to the Department as a whole. OBD notices applying only to OBDs including U.S. Attorney offices; and JMD orders and notices applying internally to JMD.</p> <p>DISPOSITION: Destroy 2 years after the notice is canceled or order is obsoleted or canceled.</p> <p><u>Forms Case Files.</u> These files include Form(s) JMD-109, Form Reproduction Costs: a printed copy of each edition of the form; each Form DOJ-2, Printing Requisition: and other pertinent background material.</p> <p>a. DOJ recurring use forms applying to the Department as a whole; and OBD recurring use forms applying to only OBDs including U.S. Attorney offices.</p> <p>DISPOSITION: Destroy 5 years after the recurring use form is obsoleted or canceled.</p> <p>b. DOJ one-time forms applying to the Department as a whole; OBD one-time forms applying to only OBDs including U.S. Attorney offices; and recurring use and one-time forms applying internally to an OBD or collectively to all U.S. Attorney offices.</p> <p>DISPOSITION: Destroy 2 years after the form is obsoleted, canceled or expires.</p>	GRS-16, Item 4	
3.	<p><u>Record copy file.</u> One copy of each published order, as changed, and notice, maintained in binders as a reference file of all directives issued in the system. Estimated annual accumulation 2/12 C.F.</p> <p>DISPOSITION: Permanent. Transfer individual binders in cubic foot blocks to National Archives one year after system is obsoleted.</p>		