

Rev NCO 9 Apr 80 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-60-80-8
DATE RECEIVED 4-11-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-21-80 <i>James P. O'Neil</i> Date Acting 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
Justice Management Division

3. MINOR SUBDIVISION
Security Programs Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Joseph F. Trainor

5. TEL EXT
633-1941

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 4/2/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Zahn</i>	E. TITLE Chief, Records Maintenance and Disposition Section/RPS/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><u>Grand Jury Court Reporter Clearances</u></p> <p>These records consist of correspondence, name index cards, FBI fingerprint cards and copies of FBI reports relating to the clearance records and adjudication actions of applicants for contracting positions to record, transcribe, translate or otherwise have access to grand jury information.</p> <p>Grand Jury court reporter clearances are renewed every five years, after the completion of the initial clearance. These renewal clearances are processed in the same manner as the initial clearances. These clearances are currently filed in chronological order in Department of Justice file #146-06-3.</p> <p>A. Department of Justice file #146-06-3 (sections created prior to Dec., 31, 1975) Approximately 13 cubic feet, (located in Washington National Records Center).*</p> <p>Disposition: Destroy Immediately.</p> <p>B. Department of Justice file #146-06-3 (sections created subsequent to Jan. 1, 1976).</p>		4 items

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Approximately 5 cubic feet</p> <p>Disposition: Destroy when 5 years old.</p> <p>C. Name Index Cards Approximately 6 cubic feet</p> <p>Disposition: Destroy when 5 years old or when replaced by new card, whichever comes sooner.</p> <p>D. Reply correspondence and correspondence requesting clarified FBI fingerprint cards. Approximately 1 cubic foot.</p> <p>Disposition: Destroy when 5 years old.</p> <p><u>NOTE:</u> The retention periods proposed here represent an exception to that referenced for Class 146 in NC1-60-78-1 which was approved 12-26-79.</p>	NC1-60-78-1	