

Rec'd NCD 17 Nov 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-60-81-6	
DATE RECEIVED	
November 20, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-28-80 Date	<i>Robert M. Yahn</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 the Attorney General

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Philip H. Modlin
Philip H. Modlin

5 TEL EXT
633-2687

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 11-13-80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> Robert M. Yahn	E. TITLE Chief, Records Maintenance and Disposition Section/RMG/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
	<p>Under Title 28 of the Code of Federal Regulations, the Office of the Attorney General is responsible for preparing recommendations for Presidential appointments to judicial positions. In the performance of this function, the office maintains a series of files on each individual proposed for nomination as a Federal judge. Depending on the degree of consideration a candidate receives and whether or not the candidate is finally commissioned, any number of the following folders may be maintained on an individual:</p> <p>"A" folders contain appointment papers and the oath of office as well as some personnel-related material.</p> <p>"B" folders contain a copy of the pre-appointment background investigation conducted by the Federal Bureau of Investigation (FBI) as well as any related material.</p> <p>"C" folders contain confidential memoranda and recommendations for appointment made by members of Congress and National Committee chairpersons, among others.</p> <p>"F" folders contain copies of the candidate's personal income tax returns filed with the Internal Revenue</p>		

Closed Out: 12-5-80: K.T.1
Copy sent to NCD, NNA, NNF
Agency copy sent on 12-4-80

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Service for the past three years.</p> <p>"G" folders contain general information, e.g., American Bar Association correspondence, resumes or personal question data submitted by the individual, endorsement, etc.</p> <p>"P" folders (established as needed) contain letters of protest from private citizens, organizations, committees, etc.</p>		
1	<p>"A" folders.</p> <p>DISPOSITION: Upon termination of appointment, transfer to the Administrative Office for the United States Courts for consolidation with the individual's Official Personnel File which is maintained there.</p>		
2	<p>"B", "C", "G" and "P" folders.</p> <p>a. Individual commissioned as a United States Judge.</p> <p>DISPOSITION: Upon termination of appointment, transfer to the WNRC. Offer to the National Archives for permanent retention thirty (30) years after the individual leaves the Federal bench and any other Federal service which immediately follows.</p> <p>Estimated annual volume is five (5) cubic feet.</p> <p>b. Individual not commissioned as a United States Judge.</p> <p>DISPOSITION: Transfer to the WNRC when no longer required on site. Destroy five (5) years after the position for which considered is filled.</p>		<p>NC1-60-79-5</p>
3	<p>"F" folders.</p> <p>DISPOSITION: Transfer to the WNRC when no longer required on site. Destroy five (5) years after the appointment is made or the position for which considered is filled.</p>		