

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-60-81-8
DATE RECEIVED January 28, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS
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
Office of the Attorney General

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Ida Cerra *Ida Cerra*
Office of the Attorney General

5 TEL EXT
633-2011

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 1-13-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> Robert M. Yahn	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 align="center">* OFFICE OF THE ATTORNEY GENERAL</p> <p>A. Files of the Attorney General. All official subject, project and correspondence files documenting programs, activities, and projects which are maintained for the Attorney General. May include Daily and Phone Logs. Arrangement varies. (accumulation 7-10 cu. ft. per year)</p> <p>Disposition: PERMANENT. Cutoff at end of AG's tenure. Transfer to WNRC when no longer needed for reference, or 2 years after cutoff, whichever is sooner; offer to National Archives when 15 years old.</p> <p>B. Files of the Counselor, Executive Assistant, and Special Assistants to the Attorney General. All official subject, correspondence, and project files documenting the responsibilities and involvement of the Office of the Attorney General in individual cases, projects, programs, and requests referred to that office. May include Daily and Phone Logs. Arrangement varies. (accumulation 5-7 cu. ft. per year)</p>		<i>2 items</i>

115-107 *Bob Yahn* DOJ/RMO agreed to amendments 5/26/81
Closed Out: 6-22-81: RPS/JMD
Copy to NCR, NNB, NNF & Agency *cgf*

Request for Records Disposition Authority—Continuation		JOB NO NC1-60-81-8	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
	<p>Disposition: PERMANENT. Cutoff at end of AG's tenure. Transfer to WNRC when no longer needed for reference, or 2 years after cutoff, whichever is sooner; offer to National Archives when 15 years old.</p> <p>NOTE: All records shall be placed in boxes and sealed prior to transfer to the FARC. ONLY DEPARTMENT OF JUSTICE PERSONNEL, AUTHORIZED BY THE OFFICE OF THE ATTORNEY GENERAL, SHALL RETRIEVE RECORDS FROM THE BOXES IN THE FARC.</p>		