

Rec'd NCD 20 Mar 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-60-81-9
DATE RECEIVED	March 20, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-26-81 Date	<i>[Signature]</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 Deputy Attorney General

3 MINOR SUBDIVISION
Office of Small & Disadvantaged Business Utilization

4 NAME OF PERSON WITH WHOM TO CONFER
[Signature]
Enos Roberts

5 TEL EXT
633-5136

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 3/17/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert M. Yahn	E. TITLE Chief, Records Maintenance and Disposition Section
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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>Office of Small & Disadvantaged Business Utilization (OSDBU)</p> <p>Public Law 95-507 requires each Federal agency to create an office of Small & Disadvantaged Business Utilization (OSDBU). In October 1979, the OSDBU for the Department of Justice (DOJ) was created under the aegis of the Office of the Deputy Attorney General. OSDBU is responsible for assisting small businesses in obtaining Government contracts under the authority of Sections 8 and 15 of the Small Business Act. The office provides assistance to small business firms, women-owned businesses, firms that are located within labor surplus areas and firms that are owned and controlled by socially and economically disadvantaged individuals.</p> <p>Files maintained by this office are arranged alphabetically by subject. The rate of accumulation is approximately 1/2 cubic foot per year.</p> <p>Files not duplicated in the DOJ Procurement Offices.</p> <p>A. Official file copies of communications with the Congress, the Office of Management & Budget and other Government agencies that relate to the planning, coordination, initiation, management and effectiveness of the OSDBU program, including communications relating to inter-</p>		

Closed Out: 5-28-81: K.T.D.
Copy to Agency, NCW & NNF

6 items

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>agency programs in which DOJ participates through OSDBU.</p> <p><u>DISPOSITION.</u> Transfer to FARC when no longer needed for immediate reference or when administratively practicable, whichever is sooner. DESTROY when 10 years old.</p> <p>B. Copies of published reports, studies or statistical information.</p> <p>(1) Official file copies (except cumulative quarterly reports.)</p> <p><u>DISPOSITION.</u> Transfer to FARC 3 years after publication or when no longer needed for immediate reference. DESTROY when 5 years old.</p> <p>(2) Cumulative quarterly reports and all other reporting or data collecting documentation not included in item 1.</p> <p><u>DISPOSITION.</u> DESTROY when revised or superseded.</p> <p>C. Unsolicited correspondence from businesses requesting assistance in marketing their goods or services. This correspondence includes capability statements.</p> <p>(1) Correspondence relating to goods or services that are potentially useful to DOJ.</p> <p><u>DISPOSITION.</u> Maintain for two years after date of receipt, then destroy.</p> <p>(2) Correspondence relating to goods or services that are not potentially useful to DOJ.</p> <p><u>DISPOSITION.</u> Destroy immediately.</p>		
2.	<p>Files duplicated in the DOJ Procurement Offices.</p> <p><u>Disposition.</u> Refer to GRS for disposition instructions.</p>		