

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

72nd 8/1/84

**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 Deputy Attorney General

3 MINOR SUBDIVISION
Administrative Officer

4 NAME OF PERSON WITH WHOM TO CONFER
Ann Marie Dunn
Ann Marie Dunn

5 TEL EXT
633-2118

LEAVE BLANK

JOB NO
NC1-60-81-14

DATE RECEIVED
July 7, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 _____ Archivist of the United States

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 7-2-81 **D SIGNATURE OF AGENCY REPRESENTATIVE** *Robert M. Zahn* **E TITLE** Chief, Records Maintenance and Disposition Section ~~XXXXX~~ (RMDS/JMD)

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--|-----------------------|
| 1. | <p><u>Office of the Deputy Attorney General</u></p> <p>A. Files of the Deputy Attorney General</p> <p>Subject and correspondence files documenting programs and projects which are maintained for the Deputy Attorney General.</p> <p>Disposition: Permanent. Offer to National Archives 15 years after cutoff of files. (Volume: Approx. 10 Cu.Ft. every 3 years)</p> <p>B. Files of the Associate Deputy Attorneys General and Special Assistants</p> <p>All subject, project, and correspondence files documenting the functions, responsibilities and the involvement of the Office of the Deputy Attorney General in individual cases, matters, projects, programs and requests referred to that office. May include correspondence files relating to Internal Department of Justice Administrative matters.</p> <p>Disposition: Permanent. Cutoff at end of respective official's tenure. Transfer to Washington National</p> | <p><i>nc1-60-79-3/1A</i></p> <p><i>NC1-60-79-3/1B1, 1B2, and 1B3</i></p> | <p><i>2 items</i></p> |

115-107

*Closed Out: 8-4-81: K.T.D.
Copy sent NCW, NNB & NNF*

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 |
|--------------|---|--------------------------|--------------------|
| | <p>Records Center when no longer needed for reference, or 1 year after cutoff, whichever is sooner. Offer to National Archives when 15 years old.</p> <p><i>Vol. = 90 cu. ft. About 6 wff/yr.</i></p> | | |