

18 Mar 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-60-82-4

DATE RECEIVED

March 19, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-30-82 *[Signature]*
Date 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
Office of Personnel and Administration

4 NAME OF PERSON WITH WHOM TO CONFER

[Signature]
Sylvia Valloric 3-16-82

5 TEL EXT

724-8459

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 1 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
3-17-82

D SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
Robert M. Yahn

E TITLE Chief, Records Maintenance and
Disposition Section, Records Management Group/RPS/OPA/JMD

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Numbered Memorandum. This system consists of a series of documents issued by the Assistant Attorney General for Administration regarding administrative matters and documents regarding procedures, regulations, or instruction applying to U.S. Attorneys and U.S. Marshals issued by the head of any organization unit of the Department. This system was replaced by orders issued under the Department's Administrative Directives System, the U.S. Attorneys' Manual System or the U.S. Marshals Manual System.	NCI-60-80-6	
2.	Numbered Memorandum - Case Files Dated 1953 - 1977 <u>Canceled or Obsolete</u> - These files include the original and one copy of each numbered memorandum, and all documentation and pertinent background material related to the memoranda, if any.		
3.	Numbered Memorandum - Case Files dated 1958 - 1976 <u>Unobtainable Cancellation</u> - These files include the original and one copy of each numbered memorandum and all documentation and pertinent background material related to the numbered memorandum, if any, for which specific cancellation information is unobtainable as of this date.		

DISPOSITION: Destroy Immediately.

2 items

Closed Out: 4-9-82: R.T.D.
Copy to Agency & NWF