

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-60-83-3
DATE RECEIVED	1-7-83
NOTIFICATION TO AGENCY	
In accordance with the provision 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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

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

CIT/IS/RECORDS MANAGEMENT SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER

ROBERT M. YAIN

5 TEL EXT

724-6043

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
12/21/82	<i>Terry Appenzeller</i> Terry Appenzeller	Director, Library Staff Office of Information Technology

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Indices of Correspondence Received by the Department of Justice (January 1 - December 31, 1968). 1968-70. **</p> <p>3" x 5" blue cards developed by the former central records office of the DOJ and organized chronologically by correspondence originator, as follows:</p> <ul style="list-style-type: none"> White House Department of State - by overseas post Other Cabinet Departments - by department Miscellaneous Federal Agencies - by agency Clerks of U.S. Circuit Courts of Appeals - by circuit Clerks of U.S. District Courts - by district Intra- departmental: <ul style="list-style-type: none"> Justice Heads - by name of official Federal Bureau of Investigation U.S. Attorneys/U.S. Marshals - by office Miscellaneous Justice Components - by component <p>Index cards synopsis correspondence and reference the DJ case or subject file in which it is contained. No earlier or later index of this type was developed. Since the correspondence is retrievable through the use of other case and subject indices, these cards have not been referenced in the past several years.</p> <p>Total volume is 508 linear inches.</p>		

~~DISPOSITION: Destroy immediately.~~

NCD sent out 6/6/83 by DMW.
Agency sent out 6/1/83 by DMW
MAIL & NINE sent out 6/1/83 DMW.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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~~DISPOSITION immediately.~~ PERMANENT. Transfer immediately to NIRC Offer to the National Archives in 1995**

**Revision of disposition instructions and description authorize by Robert M. Yahn, Records Management Services, LS/OIT/JMD/DQJ.

Handwritten:
RMD
5/10/83