

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-60-83-4	
DATE RECEIVED 2-7-83	
NOTIFICATION TO AGENCY	
<small>in accordance with the provisions of 44 U.S.C. 3403, the disposition schedule including amendments, is applied except for items that may be exempted from disposal or suspended or withdrawn in column 10.</small>	
Date 5-5-83	Archivist of the United States <i>Peter H. Stone</i>

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
OIT/LS/Records Management Services

4 NAME OF PERSON WITH WHOM TO CONFER
Robert M. Yahn

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 <u>1-19-83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Appenzeller</i> Terry Appenzeller	E TITLE 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><u>Closed Unclassified Straight Number Files Maintained by the Justice Management Division (JMD), including Files Previously Transferred to WNRC.</u></p> <p>The "straight" number system of files maintenance was established in 1903 and was largely replaced by the "DJ" number system (duplex numeric). Under the former, each case or subject was given a consecutive number with no distinction as to class, nature or subject. This system was originally designed to meet Departmentwide file requirements and, until 1974, was maintained centrally.</p> <p>a. Legal case and subject files identified by a number still in use by the Civil, Criminal, Land and Natural Resources or Tax Divisions, which maintain files separately from JMD.</p> <p>DISPOSITION: Reference same file number in records disposition schedule of the litigating divisions for instructions. (NOTE. Criminal is NCL-60-78-1, others now pending NA approval.)</p>		<i>6 items</i>

NCW, NNF Sent out by DmW on 5/24/83 sent to Acron, 10-1-83 DMW

RM-4/18/83

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Legal case and subject files of the Justice Management Division, with related indices.</p> <p>(1) Legal case and subject files, comprising correspondence and enclosures. Estimated current volume in JMD is 10 cu. ft., arranged numerically.</p> <p>(a) Records relating to administration of the Freedom of Information and Privacy Acts (File Nos. 236380-4 to -6 and subs).</p> <p>DISPOSITION: Dispose of in accordance with instructions provided by General Records Schedule 14, Items 16-30.</p> <p>(b) All other legal case and subject files, with related indices.</p> <p>Disposition: PERMANENT. Transfer to WNRC immediately. Offer to the National Archives in 1990 or 10 years after the date of the most recent contents, whichever is sooner.</p> <p>(2) General files identified by the following series of standard sub-numbers, each representing a definite category applicable to individual subjects and cases. The sub-numbers are used in combination with the case file number. Estimated current volume in JMD is 10 cu. ft., arranged numerically.</p> <p>(a) 01 - Legislation (may be subbed for various legislation)</p> <p>DISPOSITION: DISPOSITION NOT APPROVED. Transfer to WNRC immediately. /DOJ will resubmit these records for disposition once NAPS has determined their value for archival purposes./</p> <p>(b) 012 - Policy and Procedure (may be followed by a new sub) 016 - Definitions and Interpretations</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to the National Archives in 1990 or 10 years after date of the most recent contents, whichever is sooner.</p>		

RMJ - 4/18/83

Request for Records Disposition Authority - Continuation

JOB NO
101-60-83-4

PAGE OF
3 OF 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(c) All other general files identified by an "0" sub-number after the standard case file number /other than 01, 012, and 016, covered by (a) and (b) above/.</p> <p>DISPOSITION: Transfer immediately to WNRC. Destroy in 1990 or 10 years after date of the most recent contents, whichever is sooner.</p>		