

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|--|--------------------|
| LEAVE BLANK | |
| JOB NO | NC1-60-83-5 |
| DATE RECEIVED | 4-1-83 |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | 5-10-83 |
| Archivist of the United States | <i>[Signature]</i> |

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Civil Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
[Signature]
Michael F. Vaccaro, Director
Office of Administration

5 TEL EXT
724-6846

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 6 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 3/22/83 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Terry Appenzellar | E TITLE Director, Library Staff/OIT Justice Management Division |
|-------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---|--------------------|-----------------|
| | <p>RECORDS OF THE CIVIL DIVISION, CLASSIFICATION AND DATA UNITS OF THE DEPARTMENT OF JUSTICE</p> <p>Docket and index cards prepared by the Civil Division (CIV) Classification and Data Units of the Department of Justice (DOJ). These cards show the DOJ file number, the name(s) of the parties involved, the nature or type of claim, the attorney assigned to the case, the content of the document (when required), the district court, the amount at issue, the civil action number and the CIV component to which the case was assigned. These cards are arranged numerically by the DOJ file number and alphabetically by the name of the subject. These cards are used as finding aids to locate docketing information relating to a person or subject matter.</p> <p>Monthly Reports and Reporting Sheets created to provide statistical data relating to administrative case litigation information. These reports were discontinued in 1977. They are now prepared on an annual basis. These files were maintained by fiscal year in binders.</p> | | 21 items |

Copy delivered to agency, 5/13/83. #2

Sent to NNF by DM on 5/21/82

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 2 OF 6 |
|--|---|--------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| 1. | <p><u>Alphabetical Card Catalog System (3x5)</u> - Master card system used to record material received in the CIV relating to a case for which no previous communication has been recorded. These cards include the subject matter, the DOJ file number, the CIV component assigned to take action on the case, a synopsis of the correspondence, the name of the sender, and the date of the correspondence.</p> <p>Since October 1978, this information has been fed into the CIV Case Tracking Computer System. This system records the same information as the card system.</p> <p>Volume: 55 cubic feet Period Covered: Early 1930's thru 1979</p> <p>DISPOSITION: PERMANENT. Retain in agency space until no longer needed for administrative purposes, then offer to National Archives (NA).</p> | | |
| 2. | <p><u>Alphabetical Index Cards (3x5)</u></p> <p>a. Cards covering every Court of Claims case filed in CIV.</p> <p>Volume: 2 cubic feet Period Covered: 1940 thru 1979</p> <p>DISPOSITION: PERMANENT. Retain in agency space until no longer needed for administrative purposes, then offer to NA.</p> <p>b. Information contained on these cards is duplicative of the information available in the alphabetical card catalog system.</p> <p>Volume: 6½ cubic feet Period Covered: 1965 thru 1975</p> <p>DISPOSITION: Destroy Immediately.</p> | | |
| 3. | <p><u>Numerical Classification Index Cards (3x5)</u> - Information contained on these cards is duplicative of the information available in the alphabetical card catalog system.</p> <p>a. Cards covering every Court of Claims case filed in CIV.</p> | | |

| Request for Records Disposition Authority—Continuation | | JOB NO | PAGE OF 3 of 6 |
|--|---|--------------------------|--------------------|
| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>Volume: 1 cubic foot Period Covered: 1940 thru 1979</p> <p>DISPOSITION: Retain in agency space until no longer needed for administrative purposes. Then Destroy.</p> <p>b. All others.</p> <p>Volume: 28 cubic feet Period Covered: 1940 thru 1979</p> <p>DISPOSITION: Destroy Immediately.</p> | | |
| 4. | <p><u>Numerical Docket Cards (7x10)</u></p> <p>a. Torts/Torts Claims/Admiralty and Shipping Cards - Information contained on these cards is duplicative of information available in the alphabetical card catalog system.</p> <p>Volume: 115½ cubic feet Period Covered: Late 1940's thru 1979</p> <p>DISPOSITION: Cards dated 1970-1979. Retain in agency space until no longer needed for administrative purposes. Then Destroy. ALL others, Destroy Immediately.</p> <p>b. Federal Programs Cards - Information contained on the alphabetical card catalog system.</p> <p>Volume: 45 cubic feet Period Covered: 1960 thru 1978</p> <p>DISPOSITION: Cards dated 1970-1978. Retain in agency space until no longer needed for administrative purposes. Then Destroy. ALL others, Destroy Immediately.</p> <p>c. Commercial Litigation/General Litigation/General Claims/Foreign Litigation/Fraud/Commercial Fraud/Judgement Enforcement/Veterans Affairs-Recoveries/War Risk Insurance/Government Claims-Collection Fines/Court of Claims - In many instances, the information contained on these cards is duplicative of information available either in ^{the} automated case tracking system or the classification alphabetical catalog system.</p> | | |

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 4 of 6 |
|--|---|---------------------------|---------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
| | <p>Volume: 197½ cubic feet Period Covered: Late 1940's thru 1979</p> <p>DISPOSITION: Cards relating to Commercial Litigation, Court of Claims Foreign Litigation, and Judgement Enforcement for the period 1970 thru 1979. Retain in agency space until no longer needed for administrative purposes. Then Destroy. ALL other cards described in item c, Destroy Immediately.</p> <p>d. Patent Cards - Information contained on these cards is not duplicated in the classification alphabetical catalog system.</p> <p>Volume: 36 cubic feet Period Covered: Early 1940 to date.</p> <p>DISPOSITION: Retain in agency space until no longer needed for administrative purposes. Then Destroy.</p> <p>e. Fraud Cards - Information contained on these cards is not duplicated elsewhere in this arrangement.</p> <p>Volume: 4 cubic feet Period Covered: 1970 to date.</p> <p>DISPOSITION: Retain in agency space until no longer needed for administrative purposes. Then Destroy.</p> | | |
| 5. | <p><u>Reports and Reporting Sheets</u></p> <p>a. Fraud Section Attorney Reports and Case Reporting Sheets.</p> <p>Volume: Less than 2 cubic feet Period Covered: 1969, 1970 and 1972</p> <p>DISPOSITION: Destroy Immediately.</p> <p>b. Fraud Section Age Reports.</p> <p>Volume: Less than ½ cubic foot Period Covered: 1972</p> <p>DISPOSITION: Destroy Immediately.</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
5 OF 6

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|--------------|--|--------------------------|--------------------|
| | <p>c. Judgement Enforcement Unit Reports.</p> <p>Volume: 2 cubic feet Period Covered: 1968 thru 1977</p> <p>DISPOSITION: Destroy Immediately.</p> <p>d. General Claims Judgements and Collections.</p> <p>Volume: Less than ½ cubic foot Period Covered: 1968</p> <p>DISPOSITION: Destroy Immediately.</p> <p>e. Frauds Statistical Reports - these reports contain certain payments and case inventories.</p> <p>Volume: 2 cubic feet Period Covered: 1961 thru 1963 and 1968 thru 1971</p> <p>DISPOSITION: Destroy Immediately.</p> <p>f. Alphabetical Listing of CIV Cases Pending.</p> <p>Volume: Less than ½ cubic foot Period Covered: 1971</p> <p>DISPOSITION: Destroy Immediately.</p> <p>g. Admiralty and Shipping Reports and Recording Sheets - Duplicative of the originals maintained at the branch level.</p> <p>Volume: 2 cubic feet Period Covered: 1973 thru 1974 and 1976 thru 1977</p> <p>DISPOSITION: Destroy Immediately.</p> <p>h. Copies of Docket Cards and Case Load Reports - maintained in binders by fiscal year. These documents are duplicative of reports maintained at the branch level.</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
6 OF 6

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|--------------|---|--------------------------|--------------------|
| | <p>Volume: 6 cubic feet Period Covered: 1973 thru 1977</p> <p>DISPOSITION: Destroy Immediately.</p> <p>i. IBM Reporting Sheets.</p> <p>Volume: Less than $\frac{1}{2}$ cubic foot Period Covered: 1970</p> <p>DISPOSITION: Destroy Immediately.</p> <p>j. Monthly Report for Judgement Agency Report 1274-477.</p> <p>Volume: Less than $\frac{1}{2}$ cubic foot Period Covered: 1977</p> <p>DISPOSITION: Destroy Immediately.</p> <p>k. Appellate Notification for Correspondence, yellow payment receipts for Admiralty and Admiralty and Shipping Reports - Duplicative of the originals maintained at the branch level.</p> <p>Volume: 3 cubic feet Period Covered: 1973 thru 1977</p> <p>DISPOSITION: Destroy Immediately.</p> | | |