

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-60-83-7
DATE RECEIVED	8-29-83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	
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

Civil ~~Division~~ Rights Division

3 MINOR SUBDIVISION

Office of the Assistant Attorney General

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

*Michael L. Espeut* MICHAEL L. ESPEUT 633 3889

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
8/19/83	<i>Terry Appenzellar</i> Terry Appenzellar	Director, Library Staff Justice Management Division/OIT

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>CIVIL RIGHTS DIVISION - OFFICE OF THE ASSISTANT ATTORNEY GENERAL</p> <p>A. Files of the Assistant Attorney General (AAG) consisting of official subject, project and correspondence files documenting programs activities and projects relating to the responsibilities of the AAG and the Civil Rights Division. (Accumulation 5-10 cubic feet per year) Arrangement: <del>Alphabetical</del> Numerical*</p> <p>DISPOSITION: <u>Permanent</u>. Cutoff at end of AAG's tenure. Transfer to Washington National Records Center (WNRC) when no longer needed for reference, or 2 years after cutoff, whichever is sooner; offer to National Archives when 15 years old.</p> <p>B. Files of the Deputy Assistant Attorney General (DAAG) consisting of subject, project and correspondence files documenting programs, activities, and projects relating to the Civil Rights Division. (Accumulation 2-5 cubic feet per year) Arrangement: <del>Alphabetical</del> Numerical*</p> <p>*Revision of arrangement statements authorized by Hazel Stewart, DOJ/JMD/OIT/LS, per telecom of Nov. 7/83. <i>fw 11/83</i></p>		<i>2 items</i>

*Agency, NNB & NNF sent 11-10-83 by DMW.  
NEW sent 11-16-83 by DMW.*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

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	<p>DISPOSITION: <u>Permanent</u>. Cutoff at end of DAAG tenure. Transfer to WNRC when no longer needed for reference, or 2 years after cutoff, whichever is sooner; offer to National Archives when 15 years old.</p>		