

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NCI-60-84-2</i>
DATE RECEIVED	<i>3-22-84</i>
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-17-84</i> Date	<i>[Signature]</i> 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
Criminal Division

3 MINOR SUBDIVISION
Office of Administration

4 NAME OF PERSON WITH WHOM TO CONFER <i>Miles Matthews, Director</i>	5 TEL EXT <i>633-5749</i>
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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 <i>3/16/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Quinlan J. Shea, Jr.	E TITLE Acting Director, Library Staff, Office of Information Technology/JMD
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The Office of Administration directs Division-wide policy in internal administrative matters and provides direct administrative support services to the Criminal Division's components. The Office of Administration also develops and directs administrative management programs which are Division-wide in scope.</p> <p>Request to dispose of the Weekly Statistical Report. (See attached Privacy Act Notice of this system, CRM-023). <u>MASTER FILE</u></p>		

MASS DATA CHANGE SHEET NOT REQUIRED

NNF, NNS + Agency sent 5-24-84 by DMA.

Request for Records Disposition Authority – Continuation	JOB NO	PAGE OF	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>This automated system was developed to provide statistical compilations for use in submitting appropriate data to the Congress and Office of Management and Budget in connection with annual appropriations.</p> <p>The system consists of weekly statistical reports submitted by each attorney of the Criminal Division detailing the time expended on case or matter oriented activities and on non-case and matter oriented activities.</p> <p>The system was implemented in 1977 but was discontinued in January, 1984 because it fails to provide a comprehensive log and is of no current or historical value.</p> <p style="text-align: center;">DISPOSITION: DESTROY IMMEDIATELY</p> <p>Request to dispose of the Weekly Statistical Report. (See attached Privacy Act Notice of this system, CRM-023). <u>COMPUTER OUTPUT.</u></p> <p>This statistical report of attorney-time use was used by the Office of Administration from 1977 until January, 1984. The data was not useful. No further records are being generated. Reports are retained and the information contained thereon is also stored at the Department's computer center. Summaries are also retained on computer printout paper. Records not at the computer center are stored in file cabinets in the Criminal Division.</p> <p style="text-align: center;">DISPOSITION: DESTROY IMMEDIATELY</p>		