

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2 MAJOR SUBDIVISION

Office of the Associate Attorney General

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

E. Jean Reecer
Executive Officer

5 TEL EXT

633-2118

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

4-23-84

D SIGNATURE OF AGENCY REPRESENTATIVE

Quinlan J. Shea, Jr.

E TITLE

Acting Director, Library Staff
Office of Information Technology
Justice Management Division

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

1. OFFICE OF THE ASSOCIATE ATTORNEY GENERAL

A. Files of the Associate Attorney General. All subject, project and correspondence files documenting programs, activities and projects which are maintained for the Associate Attorney General. These may include Daily and Telephone Logs. (Accumulation of 8-10 cubic feet per year)

DISPOSITION: PERMANENT. Cutoff at end of AAG's tenure. Transfer to Washington National Records Center (WNRC) when no longer needed for active reference or two years after cutoff, whichever is sooner. Offer to National Archives (NA) when 15 years old.

NCW, NNB + NNF sent 7-17-84 by DMW.

2 items

MASS DATA CHANGE SHEET NOT REQUIRED

Agency sent 7-18-84 by DMW.

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JOB NO	NCI-60-84-5
DATE RECEIVED	5-9-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
Date	Archivist of the United States

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>B. Files of the Deputy Associate Attorneys General and Special Assistants to the Associate Attorney General. All official subject, correspondence and project files documenting the responsibilities and involvement of the Office of the Associate Attorney General in individual cases, projects, programs and requests referred to that office. These may include Daily and Telephone Logs. (Accumulation of 5-7 cubic feet per year)</p> <p><u>DISPOSITION:</u> PERMANENT. Cutoff at end of tenure. Transfer to WNRC when no longer needed for active reference, or two years after cutoff, whichever is sooner. Offer to NA when 15 years old.</p> <p>NOTE: All records shall be placed in boxes and sealed prior to transfer to the WNRC. Only Department of Justice personnel authorized by the Office of the Associate Attorney General shall retrieve records from the boxes in the WNRC.</p>		