

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NCI-60-85-1

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

DATE RECEIVED
1-04-85

1. FROM (Agency or establishment)
Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Office of Legislative and Intergovernmental Affairs

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Jack E. Perkins
Jack Perkins

5. TELEPHONE EXT.
633-2113

DATE
3/29/85

ARCHIVIST OF THE UNITED STATES
Robert M. Yahn

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE
12-11-84

C. SIGNATURE OF AGENCY REPRESENTATIVE
Robert M. Yahn
Robert M. Yahn

D. TITLE
Chief, Records Management Services/
GSP/JMD

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Legislative and Congressional Files in the Office of Legislative and Intergovernmental Affairs (OLIGA).</u></p> <p>The Assistant Attorney General, OLIGA, is responsible for (a.) maintaining liaison between the Department and the Congress, (b.) reviewing, coordinating and submitting departmental legislative reports and (c.) coordinating the preparation and submission of proposed departmental legislation. OLIGA works with a network of legislative liaison personnel in the offices, boards, divisions and bureaus of the Department. In support of these functions, the OLIGA maintains a comprehensive body of records documenting its activities. In the past, these files have been largely duplicative of those maintained by other components in the Department, e.g. the DJ file classification system's "01" series. However, since the beginning of the 96th Congress in January 1977, the OLIGA files have constituted the most complete body of records on the Department's legislative history.</p> <p>1. <u>Legislative History Files.</u> These consist of copies of bills, reports and comments which set forth the Department's position. They</p>	<p>NCI-60-76-12</p>	<p>3 items</p>

Copies to Agency + NC 4-1-85 JF/mng

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

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are arranged numerically by bill number within each Congress. Biannual volume is approximately 100 cu. ft.

Disposition: ~~Permanent~~ Cutoff at end of each Congress. ~~Transfer to the Washington National Records Center (WNRC) 6 years after cutoff. Offer to the National Archives 15 years after cutoff.~~

Destroy

2. Congressional Committee Chairman Correspondence Files. These consist of letters and attachments transmitted by Congressional committee chairmen on legislative and other related matters, together with copies of the Department's responses to these letters. They are arranged by the assigned correspondence control number. Biannual volume is approximately 4 cu. ft.

Disposition: Permanent. Cutoff at end of each Congress. Transfer to the WNRC 4 years after cutoff. Offer to the National Archives 15 years after cutoff.

3. Congressional Casework Files. These consist of letters and attachments transmitted by individual members of Congress on a variety of matters, especially constituent referrals, with copies of Department responses to these letters. They are arranged alphabetically by name of the originator within each Congress. Incoming correspondence is separated from outgoing correspondence. The contents of these files are duplicated in files maintained by other Departmental components assigned the responsibility for preparing a response.

Disposition: Cutoff at end of each Congress. Destroy 2 years after cutoff.

The change in disposition to item 1 on this proposed schedule has been approved by:

Jeanne Young
NARS appraiser

3-18-85
Date

Robert M. Zahn
Agency representative

3-28-85
Date