

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-60-85-3	DATE RECEIVED 3-1-85
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Civil Division		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Mary Ann Beck, Director Office of Administration	5 TELEPHONE EXT 724-6846	DATE 3-18-85	ARCHIVIST OF THE UNITED STATES <i>Robert W. ...</i>
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 10/30/84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Quinlan J. Shea Jr.</i>	D TITLE Acting Director, Library Staff/OIT Justice Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Records OF THE CIVIL DIVISION, CLASSIFICATION AND DATA UNITS OF THE DEPARTMENT OF JUSTICE		
	Docket cards and data sheets prepared by the Civil Division Classification and Data Units of the Department of Justice.	NCL-60-83-5	
1.	Numerical Docket Cards (7x10) - for Commercial, Federal Programs and Commercial Judgement cases; Information contained on these cards is duplicated in the case tracking system and the alphabetical card catalog system. Arrangement: Numerical by DJ file number. Volume: 70 cu. ft. Period covered: 1970 - 1978 Disposition: Destroy Immediately.		WITHDRAWN
2.	Data Sheets - Form DOJ-1981-03 and Form CIV-207 (Oct. 1978) used to in-put case information into the case tracking system. Information contained on these forms is duplicated in the case tracking system and the alphabetical card catalog system. Arrangement: Alphabetical by DJ file number Volume: 20 cu. ft. a. Data sheets and forms dated 1978 - 1982. Disposition: Destroy Immediately.		3 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>b. Data sheets and forms dated after 1982. Disposition: Destroy when data has been verified for accuracy in the case tracking system or when no longer needed for reference, whichever is sooner.</p>		