

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-118-09-30</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>6/8/09</i>	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe	5 TELEPHONE 202 616 6876	DATE <i>9/10/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6 AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i>	TITLE <i>Director / OMP</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of the Director Executive Office for United States Attorneys (EOUSA) Communications Center Records		

Office of the Director Communications Center

Executive Office for United States Attorneys

Background:

The Executive Office for United States Attorneys (EOUSA) was created on April 6, 1953, by AG Order No. 8-53 to provide for close liaison between the Department of Justice (DOJ) in Washington, D.C., and the 93 United States Attorneys located throughout the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. The mission of EOUSA is to provide general executive assistance and supervision to the 94 United States Attorneys' offices, and facilitate relationships among the United States Attorneys, components of the Department of Justice, and other agencies. The U.S. Code of Federal Regulations (CFR) 28 CFR Section 22, states that: "The Executive Office for United States Attorneys shall be under the direction of a Director who shall: a) provide general executive assistance and supervision to the offices of the United States Attorneys, including: 1) evaluating the performance of the offices of the U.S. Attorneys, making appropriate reports and inspections and taking corrective action where indicated; and 2) coordinating and directing the relationship of the offices of the U.S. Attorneys with other organizational units of the Department of Justice."

The major function of the 93 United States Attorneys is to prosecute for all offenses against the United States; prosecute or defend, for the Government, all civil actions, suits or proceedings in which the United States is concerned; and institute and prosecute proceedings for the collection of fines, penalties, and forfeiture incurred for violation of any revenue law unless satisfied upon investigation and justice does not require such proceedings.

The Communications Center for EOUSA is responsible for maintaining the records of the Office of the Director to include memoranda and other working papers documenting policy and guidance to the United States Attorneys, congressional correspondence, program activities and projects relating to the responsibilities of EOUSA.

1.) Office of the Director Correspondence:

Office of the Director correspondence includes memoranda signed by the Director, EOUSA with regard to policy and other guidance to the United States Attorneys, congressional correspondence, program activities and projects relating to the responsibilities of EOUSA. The COMMS Center is the control point for these communications. All correspondence (policy) signed by the Director from 1990 to present is available electronically and will be provided to NARA electronically when NARA standards can be met. When NARA standards cannot be met, the records will be provided in hard copy.

Office of the Director Communications Center

Disposition: PERMANENT. Cut off at the end of each calendar year. Transfer to the National Archives 5 years after cutoff, and for electronic versions, in accordance with the transfer requirements specified in 36 CFR ~~1228.270~~.

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