

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-118-10-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>9/17/10</i>	
1. FROM (Agency or establishment) U.S. Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Executive Office for U.S. Attorneys		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 United States Attorneys' Offices within the 94 Judicial Districts			
4. NAME OF PERSON WITH WHOM TO CONFER Gail C. Ratliffe, National Records Manager	5. TELEPHONE 202.616.6876		
6. AGENCY CERTIFICATION 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/18/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>National Records Manager</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	United States Attorneys' Official Records	<i>NI-118-97-1, as well as NI-118-94-1</i> <i>NI-118-97-1 Item 1</i> <i>NI-118-94-1 Items 1-2</i>	

United States Attorneys' Official Records

A. Organizational Context

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide.

This schedule applies to all individuals appointed (**regardless of appointment type**) to the position of the United States Attorney. Records are of a mixed media nature (e.g., paper, digital).

B. Non-Case File Official Records created by/for each United States Attorney within the 94 Judicial Districts

- B1.** All United States Attorneys' subject, project, and correspondence files, including press releases and official speeches documenting programs, activities, and projects as well as working files, official calendars, appointment books, schedules, itineraries, briefing books and binders, logs and other records documenting meetings, and telephone calls; handwritten meeting notes where specific guidance, direction, or tasking is memorialized; meeting agenda and minutes where DOJ is the lead or host (to include annotated copies as well as substantive drafts); files relating to specific activities and any other records which document evidence of decisions, provide specific guidance, direction or tasking; documenting events, telephone calls, trips, visits and other activities of these officials that contain unique substantive information that document or relate to the activities of the United States Attorneys which contain substantive information.

Disposition: Permanent. Cut off at the end of each U.S. Attorney's tenure. ~~Transfer to the Federal Records Center 2 years after cutoff, or when no longer needed for business purposes.~~ Offer to the National Archives and Records Administration 15 years after cutoff. *Electronic records are authorized for pre-accession.*

- B2.** Records documenting the United States Attorney's discretionary local operating policies, organizational structure (e.g., organization charts) and procedures, including internal district-specific office directives and/or processes guiding the performance of district management functions and litigation.

Disposition: Permanent. Cut off at the end of each U.S. Attorney's tenure. ~~Transfer to the Federal Records Center 2 years after cutoff, or when no longer needed for business purposes.~~ Offer to the National Archives and Records Administration 15 years after cutoff. *Electronic records are authorized for pre-accession.*

- B3.** Records documenting the United States Attorney's local standard operating procedures implementing routine administrative functions such as time and attendance, hours of duty, and other such matters controlled by federal government-wide statutory, regulatory, or Department of Justice and/or Executive Office for United States Attorneys policies and procedures.

Disposition: Temporary. Destroy when superseded.

United States Attorneys' Official Records

C. **Cases Handled Personally by the United States Attorney** are subject to the NARA approved disposition schedule appropriate to the case itself, and evaluated for historic significance based on case substance rather than the prosecutorial role of the United States Attorney.

Filing Instructions

NOTE: Non-Record material typically includes "information only" copies of correspondence, directives, forms and other documents on which no administrative action is recorded or taken; routing slips and transmittal sheets adding no information to that contained in the transmitted material; duplicate copies of documents maintained in the same file extra copies of reports, briefing books, or other publicly available information used to conduct research; catalogs, trade journals, and other publications that are received from Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken. These non-records should be destroyed immediately when no longer needed for conducting business.