

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Department of Justice

2. MAJOR SUBDIVISION
 Executive Office for U.S. Attorneys

3. MINOR SUBDIVISION
 Office of Legal Counsel

4. NAME OF PERSON WITH WHOM TO CONFER
D. Glen Stafford DEC 13 1991
 D. Glen Stafford

5. TELEPHONE
 501-5818

LEAVE BLANK (NARA use only)


JOB NUMBER
11-118-92-1

DATE RECEIVED
12-18-91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
6/4/92

ARCHIVIST OF THE UNITED STATES


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 ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>12-16-91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer, DOJ
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Special Assistant Program Records</u></p> <p>The Special Assistant Program consists of three types of appointments: (1) those appointed under 28 USC 543 without compensation; (2) those appointed under 28 USC 543 with compensation; and (3) Special Attorneys appointed under 28 USC 515 (b) and (a). The authority to administer the program has been delegated to the Director, Executive Office for U.S. Attorneys. Each appointment has an expiration date that is usually for one year. A copy of the appointment letter and oath of office are filed with the Clerk of the Court for the appropriate District. The original appointment letter is filed in the U.S. Attorney's office.</p> <p>The Special Assistant Program file ^{may include administrative correspondence,} consists of a copy of the appointment letter, original oath of office, and when required for compensation, a copy of the SF-52, Request for Personnel Action.</p> <p><u>Disposition:</u> Destroy two years after termination of appointment.</p>		

Copy sent to agency, NARA 6/4/92