Schedule Number: N1-118-94-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/27/2021

**ACTIVE ITEMS**
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 3 remains active

**SUPERSEDED AND OBSOLETE ITEMS**
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1 and 2 were superseded by N1-118-10-006, item B1
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions on reverse)

1. **FROM (Agency or establishment)**
   Department of Justice

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

3. **MINOR SUBDIVISION**
   Office of the U.S. Attorney

4. **NAME OF PERSON WITH WHOM TO CONFER**
   Joan Fegan
   Administrative Officer
   202-616-1422

5. **DATE RECEIVED**
   4.8.94

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,
   - [x] is not required;
   - [ ] is attached; or
   - [ ] has been requested.

7. **ITEM NO.**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

   **OFFICE OF THE UNITED STATES ATTORNEY**
   **DISTRICT OF COLUMBIA**

   1. Files of the U.S. Attorney. All subject, project and correspondence files maintained for the U.S. Attorney, documenting programs, activities and projects, in hard copy and/or electronic form.

      Disposition: PERMANENT. Cut off at the end of each U.S. Attorney's tenure. Transfer to the Washington National Records Center (WNRC) when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives and Records Administration (NARA) 15 years after cutoff.


      Disposition: PERMANENT. Cut off at the end of each U.S. Attorney's tenure. Transfer to the WNRC one year after cutoff. Transfer to NARA 15 years after cutoff.
NOTE: Nonrecord material, files covered by the General Records Schedule, duplicates and routine administrative documentation interspersed in items 1 and 2 may be screened and destroyed during archival processing.

3. Reading Files. Copies of correspondence and memoranda filed in chronological order and maintained for ease of reference.

Disposition: Temporary. Cut off every six months. Destroy when two years old or no longer needed for reference, whichever is sooner.