

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-118.94.1	
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED 4.8.94	
2 MAJOR SUBDIVISION Executive Office for U.S. Attorneys		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the U.S. Attorney District of the District of Columbia		DATE 9-28-94	
4 NAME OF PERSON WITH WHOM TO COOPERATE Joan Fegan Administrative Officer		ARCHIVIST OF THE UNITED STATES (Credence H. ... Peter)	
5 TELEPHONE 202-616-1422			

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 03-31-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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>OFFICE OF THE UNITED STATES ATTORNEY</u> <u>DISTRICT OF COLUMBIA</u></p> <p>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.</p> <p>Disposition: <u>PERMANENT</u>. 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.</p>		
2.	<p><u>Master copies of public information material</u> consisting of press releases and official speeches, released by the Office of the U.S. Attorney.</p> <p>Disposition: <u>PERMANENT</u>. Cut off at the end of each U.S. Attorney's tenure. Transfer to the WNRC one year after cut-off. Transfer to NARA 15 years after cutoff.</p>		

Copies sent to Agency, NNT, NSR, NCF, NIA (4) 10/5/94

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3	<p>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.</p> <p>Reading Files. Copies of correspondence and memoranda filed in chronological order and maintained for ease of reference.</p> <p><i>Disposition:</i> Temporary. Cut off every six months. Destroy when two years old or no longer needed for reference, whichever is sooner.</p>		