

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-118-97-1
1 FROM (Agency or establishment) Department of Justice		DATE RECEIVED	10-8-96
2 MAJOR SUBDIVISION Executive Office for United States Attorneys		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION United States Attorney's Offices		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER (SEE TELEPHONE) Joan M. Benson, Asst. Director Facilities Management and Support Services Staff		DATE	ARCHIVIST OF THE UNITED STATES
10/2/96 202-616-6425		8-13-97	John W. Carl

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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10-02-96	<i>Bernard W. Berglund</i> Bernard W. Berglund	Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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>RECORDS MAINTAINED BY/FOR EACH UNITED STATES ATTORNEY WITHIN THE 93 JUDICIAL DISTRICTS</u></p> <p>The major functions of the 93 United States Attorneys are 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 forfeitures incurred for violation of any revenue law unless satisfied upon investigation that justice does not require such proceedings.</p> <p><u>Files of the U.S. Attorney.</u> All subject, project and correspondence files, including press releases and official speeches filed as part of the files or separately, maintained by/for the U.S. Attorney, documenting programs, activities and projects.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7
ITEM
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
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TAKEN (NARA
USE ONLY)

Disposition: PERMANENT. Cut off at the end of each U.S. Attorney's tenure. Transfer to the servicing Federal records center (FRC) when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.

NOTE: Nonrecord material; files covered by the General Records Schedules, i.e. time and attendance records, travel records; duplicates and other routine administrative documentation interspersed in Item 1 may be screened for appropriate destruction during archival processing.

2. **Reading Files.** Duplicate 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.