

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Executive Office for United States Attorneys**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Francis X. Mallgrave**

5. TEL. EXT.  
**739-5021**

LEAVE BLANK

JOB NO.  
**NC - 118-76-1**

DATE RECEIVED  
**AUG 8 1976**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**8-24-76** *James B. Rhoads*  
 Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention

C. DATE: **8-2-76**

D. SIGNATURE OF AGENCY REPRESENTATIVE: *Robert M. Zahn*

E. TITLE: **Chief, Directives and Records Management Unit**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p style="text-align: center;">Department of Justice                      U. S. Attorneys' Offices</p> <p>Civil and criminal case files.</p> <p>a. Case files initiated before 1889.</p> <p style="padding-left: 40px;"><u>Disposition:</u> PERMANENT. Offer immediately to the National Archives and Records Service</p> <p>b. Case files of U. S. Attorneys' offices, for the territorial period, located in former territories in continental United States.</p> <p style="padding-left: 40px;"><u>Disposition:</u> PERMANENT. Offer immediately to the National Archives and Records Service.</p> <p>c. Case files for significant cases, selected by each U. S. Attorney or his representative according to criteria listed below:</p> <p style="padding-left: 40px;"><u>Selection Procedures:</u> Prior to transfer of closed cases to FARC, the U. S. Attorney will select, segregate, and designate for permanent retention files for significant cases. Cases selected for permanent</p>	II-NNA-2029 Item 1	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1c (cont'd)	<p>retention must meet one or more of the following criteria for significance:</p> <ol style="list-style-type: none"><li>1. A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations or law enforcement policies.</li><li>2. An investigation or case can be regarded as significant in terms of actual or potential breakdowns of public order (civil disturbances).</li><li>3. An investigation or case can be regarded as significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.</li></ol> <p><u>Disposition:</u> PERMANENT. Offer to the National Archives and Records Service one year after case is closed, i.e. concluded upon a verdict, discontinuance, dismissal, quashing, completed litigation or appeals, and/or finalization of collection of fines.</p> <p>d. Case files for cases other than those described under Items 1a, 1b and 1c:</p> <p>(1) Cases involving sentences of 10 years or less.</p> <p><u>Disposition:</u> DESTROY 10 years after case is closed (i.e., concluded upon a verdict, discontinuance, dismissal, quashing, completed litigation or appeals and/or finalization of collection of fines). TRANSFER TO FARC ONE YEAR AFTER CASE IS CLOSED.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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1d (cont'd)	<p>(2) Cases involving sentences of more than 10 years.</p> <p><u>Disposition:</u> DESTROY 1 year after date of termination of sentence. TRANSFER TO FARC ONE YEAR AFTER CASE IS CLOSED AND ACCORDING TO YEAR IN WHICH SENTENCE IS SCHEDULED TO TERMINATE.</p> <p><b>NOTE:</b> Cases involving service of sentences of more than 10 years must be retired to FARC separately from other cases. They must be boxed for transmittal according to year in which sentence is scheduled to terminate and no box may contain records having more than one destruction date. FARC policy requires adherence to this procedure which facilitates disposal of records.</p>		