

Rec'd NCU 205472/14

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 U. S. Attorneys

3 MINOR SUBDIVISION

U. S. Attorney Offices

4 NAME OF PERSON WITH WHOM TO CONFER

Francis X. Mallgrave

5 TEL EXT

739-5021

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO   | <b>NC1 118 78 1</b>                                      |
| DATE RECEIVED  | <b>SEP 22 1978</b>                                       |
| 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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 10-2-78<br>Date  | <i>James B. Rhoads</i><br>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 2 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

9-20-78

D SIGNATURE OF AGENCY REPRESENTATIVE

*Robert M. Zahn*  
Robert M. Zahn

E TITLE

Chief, Records Maintenance and Disposition Section (OMF)

7 ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR JOB NO

10 ACTION TAKEN

1.

Grand jury records, including special grand juries created in accordance by statutes, dated 1889 and later. These records ~~are filed as part of a civil or criminal case file~~, and include such material as minutes, dockets, shorthand notes on proceedings and transcripts of proceedings, and related papers (exclusive of records filed as part of a civil or criminal case file).  
TRANSFER TO FARC WITH THE CASE ONE YEAR AFTER CLOSING. DESTROY WHEN 10 YEARS OLD.

II-NNA-2078 # 1-3

NOTE: ~~Grand jury records filed in cases involving service of sentences shall receive the same disposition as the related case (reference NARS Job No. NC-118-76-1).~~

Grand jury records relating to a specific civil or criminal case are filed as part of the civil or criminal case file. The retention standards governing disposition of the case file apply equally to disposition of the related grand jury records (Reference OBD Order 2710.2).\*

\* Changes in wording of item authorized by Robert M. Zahn, DOJ, Sep 27/78. *10/1/78*

*5 items*

*(Agency HW) NUMBER & FRCE  
MIG 10-12-78*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|---------------|---|--------------------------|--------------------|
| 2.            | <p><u>Land case files.</u> The case files consist of appraisals, reports, pleadings, transcripts of hearings, copies of title evidence, correspondence, exhibits, trial data, and related papers. These files are maintained by case numbers. Basic records in condemnation proceedings are filed in the District Courts. Papers including preliminary and final title opinions, summarizing action on each case are maintained in the Land and Natural Resources Division of the Department in Washington. The cases here covered contain some work papers and correspondence that are not duplicated. Original appraisals or title evidence, included in the files, are transferred to the acquiring agency at the closing of the case file.</p> <p>TRANSFER TO FARC ONE YEAR AFTER THE CASE IS CLOSED (i.e., final distribution is made to the parties entitled thereto or the return of the funds to the Treasury under the provisions of Title 28, U.S.C. sec 2042).<br/>                     DESTROY 5 YEARS AFTER CLOSE OF CASE.</p> | II-NNA-2083<br># 1       |                    |
| 3.            | <p><u>Complaint dockets.</u> Entries show both civil and criminal complaints. Sole record copies.</p> <p>DESTROY 10 YEARS AFTER CLOSE OF CASE.</p>  | 346-S45<br># 6           |                    |
| 4.            | <p><u>Criminal dockets.</u> Permanent records are kept in the files of the clerks of the courts for the respective districts.</p> <p>DESTROY 10 YEARS AFTER CLOSE OF CASE.</p>  | 346-S45<br># 9           |                    |
| 5.            | <p><u>Alphabetical index cards</u> to civil, criminal and complaints files. Entries show name of defendants, subject matter, and, in some cases, the court's record.</p> <p>DESTROY 10 YEARS AFTER CLOSE OF CASE.</p>   | 346-S45<br># 5           |                    |