

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

LEAVE BLANK	
JOB NO	<b>NC1 118 79 1</b>
DATE RECEIVED	<b>OCT 11 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>10-24-78</b> Date	<i>James B. Rhoads</i> Archivist of the United States

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, District of Columbia

4. NAME OF PERSON WITH WHOM TO CONFER  
Tom Cotter

5. TEL. EXT.  
426-7540

**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 <u>9-28-78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Zahn</i> Robert M. Zahn	E. TITLE Chief, Records Maintenance and Disposition Section, APMS/OMF
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Appellate files, maintained separately from civil and criminal case files, consisting of transcripts (appellate and trial), appellate briefs, and all appellate pleadings, motions and answers.</p> <p>a. Case files for significant cases, selected by the U. S. Attorney or his representative according to criteria listed below:</p> <p><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 retention must meet one or more of the following criteria for significance:</p> <p>(1) A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations or law enforcement policies.</p> <p>(2) An investigation or case can be regarded as significant in terms of actual or potential breakdowns of public order (civil disturbances).</p>		<i>2 Items</i>

115-107 *MG 10-27-78* *eng MVB MBR*

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
1. (Cont.)	<p>(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.</p> <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>b. Case files for cases other than those described under item 1a:</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>		