

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-118-83-1
DATE RECEIVED	1-12-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	2-7-83
Archivist of the United States	<i>Robert M. May</i>

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 *Virginia Trotti* 1/3/82 5 TEL EXT
Virginia Trotti 633-4663

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 1 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
1-5-83	<i>Terry Appenzeller</i> Terry Appenzeller	Director, Library Staff Office of Information Technology/JMD

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Civil and Criminal Case files for United States Attorneys' offices for territorial periods 1912 and earlier. <u>DISPOSITION:</u> Permanent. Offer immediately to the National Archives and Records Service.	NC-118-76-1, Item 1b. II-NNA-2029, Item 1.	
2.	Grand Jury records, including special grand juries created in accordance with statutes, dated 1889 and later. These records include notes, minutes, dockets, shorthand notes on proceedings and transcripts of proceedings, documentary exhibits, manual or electronic recordings, translations, typewriter ribbons used to transcribe testimony, or any other recording or transcription of proceedings before the grand jury which cannot be disclosed unless as provided by Rule 6(e) of the Federal Rules of Criminal Procedure. <u>DISPOSITION:</u> TRANSFER TO THE FARDC ONE YEAR AFTER CLOSING. DESTROY WHEN 10 YEARS OLD.	NC1-118-78-1, Item 1. II-NNA-2078, Item 1-3.	
	<u>NOTE:</u> 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 filed as a part of the case file.		2 items

115-107
Carol
15 Feb 83
14

Copy to agency, 2-9-83; BB.
MASS DATA CHANGE SHEET WILL BE
FORWARDED WITH THE NEXT CHANGE