

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-118-83-2
DATE RECEIVED	4-5-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-11-83 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</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 U.S. Attorneys

3. MINOR SUBDIVISION

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

5. TEL. EXT.
633-3982

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 3-31-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Appenzeller</i> Terry Appenzeller	E. TITLE Director, Library Staff/OIT Justice Management Division
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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.	Docket cards for case files involving sentences of 10 years or less. DESTROY 10 YEARS AFTER CASE IS CLOSED.	NCl-118-78-1	
2.	Docket cards for case files involving sentences of more than 10 years. DESTROY ONE YEAR AFTER THE DATE OF TERMINATION OF SENTENCE.	Also, NC-118-76-1	
3.	Docket cards for cases designated as permanent. RETAIN IN THE OFFICE OF THE U.S. ATTORNEY UNTIL THE CASE FILE IS OFFERED AND ACCEPTED BY THE NATIONAL ARCHIVES, THEN DESTROY.		

115-107
Copy to agency, Apr 13/83

MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE

3 items