

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-204-02-1	DATE RECEIVED 8-30-02
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Pardon Attorney		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER William J. Dziwura Administrative Officer	5. TELEPHONE 202-616-6070	DATE 9-26-02	ARCHIVE OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8-27-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Case Files of the Pardon Attorney</p> <p>Under Article II, Section 2, of the Constitution, the President has the authority to grant executive clemency for federal criminal offenses, including pardon, commutation (reduction) of sentence, remission of fine or restitution, and reprieve. All requests for executive clemency are directed to the Office of the Pardon Attorney (OPA) for investigation and review. The OPA prepares the Justice Department's recommendation to the President for final disposition of each application. The documents generated in the course of processing a clemency application are stored in individual case files.</p> <p>Pardon Attorney clemency case files contain the various documents generated in the course of processing a clemency petition, including the following: the application form and any attachments; correspondence with the petitioner or his attorney; correspondence with third-parties interested in the case; legal documents related to the conviction for which clemency is being sought, such as the judgment of conviction, the presentence report and reported judicial opinions; legal research materials compiled</p> <p><i>cc Agency NA NUMW DUMD</i></p>	N1-204-95-1	

by OPA staff, media reports, such as newspaper and magazine articles, relevant to the petition, the results of any background investigation conducted by the FBI, OPA's internal notes and memoranda about the merits of the case, correspondence with other government officials, such as the U S Attorney in the district of conviction and the sentencing judge, about the merits of the case, the Justice Department's report and recommendation to the President in each case, decisional memoranda from the White House Counsel's office to the Justice Department, and, if granted, the clemency warrants evidencing the President's action

Pardon Attorney Case Files

- a Reports of the Pardon Attorney, consisting of the "Letter of Advice" furnished to the President on applications for Executive clemency, and the Presidential responses

Disposition PERMANENT Cut off annually Transfer to a records storage facility upon accumulation of one cubic foot Transfer to the National Archives and Records Administration (NARA) 12 years after close of the most recent case

- b Petitions for clemency, reports to the Pardon Attorney, correspondence, and related background material that document the processing of applications for clemency

- (1) Cases involving persons who have attracted wide-spread public interest, e g , national media attention The Pardon Attorney shall designate such cases for separate transfer to a records storage facility

Disposition PERMANENT Cut off annually Transfer to a records storage facility upon accumulation of one cubic foot Transfer to NARA 12 years after close of the most recent case

- (2) All other cases

Disposition Transfer annually to a records storage facility one year after case is closed Destroy 12 years after case is closed

- c Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any attachments are copied to paper and placed in the case file

Disposition Delete from the e-mail system after copying to paper and placement in the case file recordkeeping system

WITHDRAWN

WITHDRAWN

WITHDRAWN

WITHDRAWN

d Documents such as letters and memoranda recorded on electronic word processing media and determined to be a Federal record are copied to paper and placed in the case file

Disposition Delete from the word processing system when no longer needed for updating or revision

WITHDRAWN