

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-204-02-2	
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED 8-30-2002	
2. MAJOR SUBDIVISION Office of the Pardon Attorney		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE 12-17-02	
4. NAME OF PERSON WITH WHOM TO CONFER William J. Dziwura Administrative Officer	5. TELEPHONE 202-616-6070	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 1 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p align="center"><b>Historical Files of the Pardon Attorney</b></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><b>Historical files of the Pardon Attorney</b> 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 NR NWMD</i></p>		

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. Approximately 30 cubic feet.

Disposition: PERMANENT. Transfer to the National Archives and Records Administration upon approval of this schedule.