

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

LEAVE BLANK

JOB NO

*NI-204-91-1*

DATE RECEIVED

*12-17-90*

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Office of the Pardon Attorney

3. MINOR SUBDIVISION

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

*Raymond P. Theim 12/13/90*  
Raymond P. Theim

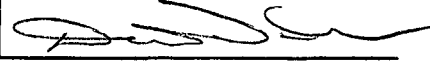
5. TELEPHONE EXT.

492-5910

DATE

*3/20/91*

ARCHIVIST OF THE UNITED STATES



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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

|                           |  |  |
|---------------------------|--|--|
| B. DATE<br><i>2-13-90</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Bernard W. Berglund</i><br>Bernard W. Berglund | D. TITLE<br>OBD Records Liaison, Systems Policy Staff, Justice Management Division |
|---------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br>(NARS USE ONLY) |
|------------|--|-----------------------------------|-------------------------------------|
| 1.         | <p><u>CASE FILES</u></p> <p>Under the constitution, the President has the power to grant reprieves and pardons for Federal offenses and looks to the Attorney General for advice on all matters concerning Executive clemency. The Pardon Attorney receives and reviews all petitions for clemency, initiates the necessary investigations, and prepares the Attorney General's recommendations to the President. The pardon attorney numbering system for case files includes the calendar year, month, and a sequential number, e.g., 90-06-575.</p> <p>Pardon Attorney case files.</p> <p>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.</p> <p style="text-align: center;">Cut off annually.</p> <p><u>Disposition:</u> PERMANENT. Transfer <del>annually</del> to The Washington National Records Center (WNRC), <del>one year after</del> upon accumulation of the case is closed. Transfer one cubic foot. to NARA 15 years after <del>case is closed</del> <del>closed</del> close of the most recent case.*</p> <p><i>Copies sent to agency, NCF, NA-W, NNT 3/21/91</i></p> | NCL-204-76-1                      |                                     |

