

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

LEAVE BLANK	
JOB NO. <b>NC1-204-76-1</b>	
DATE RECEIVED <b>JUL 9 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>7-15-76</b> Date	<i>James B. Phoad</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2. MAJOR SUBDIVISION  
Office of the Pardon Attorney *LMJ 6-22-76*

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Kathryn E. Burnup, Staff Assistant

5. TEL. EXT.  
739-2894

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>Jul 2, 1976</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> Robert M. Yahn	E. TITLE Chief, Directives & Records Management Unit
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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
	<p style="text-align: center;"><b>OFFICE OF THE PARDON ATTORNEY</b></p> <p>Under the Constitution, the President has the power to grant reprieves and pardons for Federal offenses and he looks to the Attorney General for advice on all matters concerning Executive clemency. The Pardon Attorney, as a member of the Attorney General's staff, receives and reviews all petitions for clemency, initiates the necessary investigations and prepares the Attorney General's recommendations to the President. It is the responsibility of the Pardon Attorney to provide the President with the best information available on which to base a fair and just decision.</p> <p>The Pardon Attorney files are not identified with the standard Department of Justice filing system (i.e. classification, judicial district and sequential number). Prior to fiscal year 1971, files were assigned a prefix number, the last being 92, followed by a sequential number starting with 001 each fiscal year (i.e. 92-165). Beginning with fiscal year 1971, the numbering system included the calendar year, month, and a fiscal year sequential number (i.e. 76-06-575).</p> <p><i>Copy to Agency 7-2-76 AD</i></p>		

*3 items*

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<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>Disposition: PERMANENT. Break each fiscal year. Transfer to Federal Archives Records Center (FARC) when 5 years old. Offer to National Archives and Records Service (NARS) when 25 years old.</p> <p>b. Petitions for clemency, reports to the Pardon Attorney, correspondence, and related background material that documents the processing of applications for clemency.</p> <p>(1) Cases involving persons who have attracted wide-spread public interest (i.e. national media attention). The Office of the Pardon Attorney shall designate such cases prior to transfer of case files to FARC.</p> <p>Disposition: PERMANENT. Break each fiscal year. Transfer to FARC when 5 years old. Offer to NARS when 25 years old.</p> <p>(2) All other cases (other than those cited in Item 1b(1) above).</p> <p>Disposition; Break each fiscal year. Transfer to FARC when 5 years old. Destroy when 25 years old.</p>		