

100 NC 0 3092117A

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

LEAVE BLANK	
JOB NO	NC1-204-79-1
DATE RECEIVED	May 1, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-3-79 Date	<i>James B. Hood</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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
*Kathryn Burnup*  
Kathryn Burnup 4-24-79

5. TEL EXT  
724-6307

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 4/25/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> Robert M. Yahn	E. TITLE Chief, Records Maintenance and Disposition Section, Records Management Group/APMS/OMF
--------------------	--	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The major functions of the Office of the Pardon Attorney are to (1) review all petitions for pardon and other forms of Executive clemency, to initiate the necessary investigations and to prepare the Attorney General's recommendations to the President, and (2) provide the President with the best information available on which to base a fair and just decision with respect to requests for Executive clemency.</p> <p><u>Correspondence files (non-case related)</u>, consisting of letters from citizens requesting instructions on filing for Executive clemency or Presidential pardon, together with the file copy of the response from the Pardon Attorney. The majority of these requests relate to state offenses over which the Pardon Attorney has no jurisdiction. Annual accumulation is approximately 10 cubic feet.</p> <p>Disposition: Cut-off at the end of each calendar year. Retain for one additional year, then destroy.</p>		

*sent to NNF + Agency mg 5-7-79*