

27am 824

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

• LEAVE BLANK

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

JOB NO
NCL-204-82-1

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

DATE RECEIVED
April 28, 1982

2 MAJOR SUBDIVISION
Office of the Pardon Attorney

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Burnup
Kathryn Burnup

5 TEL EXT
492-5910

6-8-82
Date *Robert McWar*
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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention

C DATE <i>4/21/82</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Appenzeller</i> Terry Appenzeller	E TITLE Director, Library Staff Office of Information Technology Justice Management Division
--------------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p style="text-align: center;"><u>Files of the Office of the Pardon Attorney</u></p> <p>It is the responsibility of the Office of the Pardon Attorney to receive and review all petitions for Executive Clemency, and prepare the recommendations of the [] Attorney General to the President on all pardon matters.</p> <p><u>Campaign Correspondence Files</u> - consist of correspondence, usually addressed to the President, concerning an individual or group of individuals who have not applied for or received Executive clemency. When the subject of a campaign correspondence file applies for or receives Executive clemency, the campaign file is incorporated into that individual's Executive clemency case file. Arrangement: Alphabetical</p> <p>DISPOSITION: Do Not Transfer to the Washington National Records Center(WNRC). Destroy individual file two years after the date of the most recent correspondence.</p>		

115-107
not necessary

*Closed Out: 6-14-82: K.T.D.
Copy to NATF, NAB & Agency*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Subject/Reference Files</u> - consist of documentation related to providing information and/or making reference to the history, functions, policies and procedures of the Office of the Pardon Attorney (OPA), individuals of historical interest and legislation.</p> <p>DISPOSITION: PERMANENT. Offer to National Archives (NA) in cubic foot blocks when no longer needed for administrative reference.</p>		
3.	<p><u>OPA Index/Docket Cards</u> - These 3x5 cards are used as an index to the Executive Clemency Files System. They constitute the only complete record of who has applied for and/or received Executive clemency under the various Presidential pardon proclamations. In addition, the cards contain the names of 1,523 World War II era Selective Service violators who were specifically named in President Truman's proclamation dated December 23, 1947. Arrangement: Alphabetical</p> <p>DISPOSITION: PERMANENT. Offer to National Archives (NA) in cubic foot blocks when no longer needed for reference.</p>		
4.	<p><u>Public Information Memoranda</u> - Duplicate copies of original memoranda that are maintained by the Department of Justice, Public Affairs Office pertaining to each grant of Executive clemency. These duplicates are NON-RECORD copies.</p> <p>DISPOSITION: Do Not Transfer to WNRC. Retain at OPA until no longer needed for reference, then destroy.</p>		