

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. NI-379-87-1	DATE RECEIVED 2/3/87
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Community Relations Service		In accordance with the provisions of 44 U.S.C 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Vivial W. Ciadden</i> Vivial W. Ciadden	5. TELEPHONE EXT. 492-5995	DATE 8-26-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burt</i>
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 <i>Feb 2, 1988</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D. TITLE Assistant Chief, RMS/GSS/JMD
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Community Relations Service</p> <p>The Director of the Community Relations Service (CRS) exercises powers and performs functions vested in the Attorney General by section 204(d), 205,1002 and 1003(a) of the Civil Rights Act of 1964 (78 Stat.267) and section 2 of Reorganization Plan No.1 of 1966. The CRS provides assistance to communities in resolving disputes relating to discriminatory practices based on race, color or national origin. In addition to responding to requests from state or local officials, local citizens and organizations, the agency may also assist on its own motion when it suspects that peaceful relations among citizens are threatened.</p> <p>Headquarters Case Files (National Files).</p> <p>These files contain the following documentation supplied by CRS regional offices and transmitted to headquarters:</p> <ul style="list-style-type: none"> • Progress Report on Operations (PRO) which is developed through a series of fractional reports, each of which deals only with such data as are pertinent to the current status of the case. • Special Development Report which is prepared and transmitted as needed to bring to the attention of the Director and Associate Directors programmatic or nonprogrammatic developments bearing on 	NC1-379-83-1	

*Copies to agency,
NCF, NCF, NVA
9-1-87 TRT*

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	<p>agency policy or posture of such a nature that prompt transmission is judged productive.</p> <ul style="list-style-type: none"> • Case documents which include important written and printed materials. • Press clippings related to the case. a. Case files for significant cases, selected by the Associate Director, Field Coordination, or that official's designee, according to criteria listed below. <p><u>Selection Procedure:</u> Prior to transfer of closed cases to Washington National Records Center (WNRC), the Associate Director, Field Coordination, or the designee will select, segregate and designate for permanent retention files for significant cases. Cases selected for permanent retention must meet one or more of the following criteria for significance:</p> <ol style="list-style-type: none"> 1. The case is regarded as a landmark or precedent in terms of the impact of CRS involvement on its resolution. 2. The case was referred to CRS by a Federal or state court. 3. The case involved mediation (B case). 4. The case required 100 or more hours of regional staff time. <p><u>Disposition:</u> PERMANENT. Transfer to WNRC four years after close of case. Offer to the National Archives and Records Administration in five year blocks, 15 years after close of case. Estimated volume is .5 cubic feet per year.</p> <ul style="list-style-type: none"> b. Case files for cases other than those described under Item 1.a. This includes files that are maintained in the regional offices containing documentation that has been forwarded to the headquarters case file. <p>Regional offices will only forward appropriate file materials. All remaining materials will follow the disposition stated below.</p> <p><u>Disposition:</u> Transfer to regional records center one year after case is closed. Destroy 5 years after case is closed.</p>		<p>Item 1b has been revised as items 1b and 2a-b on page 3.</p> <p><i>Chub</i></p>

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2	<p>b. Case files for cases other than those described under item 1a.</p> <p><u>Disposition:</u> Transfer to WNRC 1 year after case is closed. Destroy 5 years after case is closed.</p> <p><u>Regional Office Records</u></p> <p>a. Case Files</p> <p>Case files containing documentation not forwarded to CRS headquarters pursuant to agency regulations as contained in the Manual for the Operational Data Information System, as well as duplicates of case file documents forwarded to headquarters.</p> <p><u>Disposition:</u> Transfer to FRC 1 year after case is closed. Destroy 5 years after case is closed.</p> <p>b. Administrative Files</p> <p>Files consisting of non-case file records maintained by CRS regional offices.</p> <p><u>Disposition:</u> Cut off each calendar year. Transfer to FRC 1 year after cut-off. Destroy 5 years after cut-off.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Christy Lynn M. Dean</i> <i>2/14/87</i> _____ date</p> <p><i>Bernard M. Berglund</i> <i>08/14/87</i> _____ date</p> <p><i>Vivian W. Stodder</i> <i>8/10/87</i> _____ date</p> <p>CRS REPRESENTATIVE</p>		