

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO. N1-379-91-1
 DATE RECEIVED 3-8-91

1. FROM (Agency or establishment)
 Department of Justice
 2. MAJOR SUBDIVISION
 Community Relations Service
 3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 Eula D. Thomas
 Associate Director, Office of Administration

5. TELEPHONE EXT. DATE ARCHIVIST OF THE UNITED STATES
 (301) 492-5945 2/4/91

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 3 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 02-04-91
 C. SIGNATURE OF AGENCY REPRESENTATIVE Bernard W. Berglund
 D. TITLE OBD Records Liaison, Rm 1103, CAB, SPS/JMD, 10th & Constitution Ave. N.W., Washington, DC 20530

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>COMMUNITY RELATIONS SERVICE</p> <p>Established by Title X of the 1964 Civil Rights Act, the Community Relations Service provides onsite mediation and conciliation services in resolving disputes concerning discrimination based on race, color or national origin.</p> <p>STATE AND CITY FILES. WNRC Accession 379-71A4414, boxes 2 (part), 3-5, 7, 10 (part), 14-15, 19 (part), 20, 23-33, 34 (part), 35 (part), 39, 40 (part) and 41; and Accession 379-71A2708, boxes 9-16, 18-21, 23-27, 29-42, 44-47, 48 (part) 50-51, 62 (part), 63 (part), 73 (part) and 74 (part).</p> <p>Records documenting CRS's nationwide observation of racial and ethnic problems and their involvement in attempted resolution. Included are correspondence, memoranda, telephone reports, trip reports, transcripts of interviews, and copies of newspaper articles, press releases and other publications. Arrangement is roughly alphabetical, dates are 1964-68.</p>		

Copies sent to agency, NN-W, NNT, NCF 6/1/91

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2.	<p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>ORGANIZATION AND CONFERENCE FILES. Accession 379-71A4414 boxes 1 (part), 2, 6, 10 (part), 12 (part), 34 (part), 35 (part), 36 (part), 37 (part), 38, and 40 (part); and Accession 379-71A2708 boxes 3 (part), 4 (part), 48 (part), 49, 50 (part), 51 (part), 54-55, 66 (part), 67 (part), 68-69, 70 (part), and 75 (part).</p> <p>Records documenting CRS's work with private organizations and in arranging, sponsoring, participating in and evaluating conferences on salient subjects. Included are correspondence, memoranda, draft and final agendas, speeches, transcripts, and evaluation reports. The records are roughly arranged by conference; dates are 1965-68.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
3.	<p>ADMINISTRATIVE AND POLICY FILES. Accession 379-71A4414 boxes 1 (part), 10 (part), 12 (part), 19 (part), 21-22, and 37 (part); and Accession 379-71A2708 boxes 3 (part), 4 (part), 5, 52-53, 59 (part), 63 (part), 64-65, 66 (part), 67 (part), 70 (part), 71-72, 73 (part), 74 (part), 75 (part) and 76.</p> <p>CRS's internal policy and procedure files, documenting policy development, program choices, funding, staffing, and media relations. Included are correspondence, memoranda, speeches, annual reports, minutes of staff meetings, project plans and reports, journal articles, clippings and publications. Records are largely unarranged; dates are 1964-68.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
4.	<p>GOVERNMENT FILES. Accession 379-71A4414 boxes 13, 16 and 36 (part); and Accession 379-71A2708 boxes 58, 59 (part), 60-61, and 62 (part).</p> <p>Records documenting CRS's relations with other government agencies, including correspondence, memoranda, publications, press releases, agendas and other information from workshops, tabular information such as lists of civil rights complaints, and copies of testimony and legislation. Records are largely unarranged; dates are 1964-68.</p>		

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5.	<p><u>Disposition:</u> PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>ROUTINE, LOW-LEVEL AND FACILITATIVE MATERIAL INTERSPERSED AMONG ITEMS 1-4.</p> <p><u>Disposition:</u> Temporary. Destroy during archival processing of permanent items described above.</p>		