

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Justice

2. MAJOR SUBDIVISION  
Community Relations Service

3. MINOR SUBDIVISION  
Regional Office s

4. NAME OF PERSON WITH WHOM TO CONFER  
*Timothy J. Johnson* 1-29-93  
Timothy J. Johnson

5. TELEPHONE  
301-492-5969

LEAVE BLANK (NARA use only)

JOB NUMBER  
*N1-379-93-1*

DATE RECEIVED  
*2-2-93*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *5-20-93*  
*Cathy*  
ARCHIVIST OF THE UNITED STATES  
*Cathy Hankamp Peterson*

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  
 is not required;  is attached; or  has been requested.

DATE  
*01-29-93*

SIGNATURE OF AGENCY REPRESENTATIVE  
*Bernard W. Berglund*  
Bernard W. Berglund

TITLE  
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA 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><u>Regional case files.</u> These files contain the following documentation:</p> <ul style="list-style-type: none"> <li>- Progress Report on Operations (PRO) which is developed through a series of fractional reports, each of which deals only with such data as is pertinent to the current status of the case.</li> </ul> <p><i>Copies sent to agency, NSR, NN-W, NNT, NCE, NIA 6/2/93</i></p>		

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	<ul style="list-style-type: none"> <li>- Special Development Report which is prepared and transmitted to Headquarters as needed to bring to their attention programmatic or nonprogrammatic developments bearing on agency policy or posture of such a nature that prompt transmission is judged productive.</li> <li>- Case documents which include important written and printed materials.</li> <li>- Press clippings related to the case.</li> </ul> <p>a. <u>Significant case files</u>, selected by the Regional Director or that official's designee, which meets any one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>(1) The case received local, regional or national media attention, or the interest of a Congressional committee or the Executive Office of the President, or widespread public interest.</li> <li>(2) The case is regarded as a landmark or precedent in terms of the impact of CRS involvement on its resolution.</li> <li>(3) The case was referred to CRS by a Federal or state court.</li> <li>(4) The case involved mediation (B case).</li> <li>(5) The case required 100 or more hours of regional staff time.</li> </ol> <p><u>Selection Procedure.</u> Prior to transfer of closed cases to the regional Federal records center (FRC), the Regional Director or the designee will select, segregate and designate those cases that meet any of the above criteria for permanent retention.</p> <p><u>Disposition:</u> PERMANENT. Transfer separately from other cases to the servicing FRC four years after close of case. Offer to the National Archives and Records Administration (in five-year blocks), 15 years after close of case. Est. volume: .5 cubic feet per year.</p>	<p>NCl-379-83-1, ✓ Item 1a Nl-379-87-1, Item 2a</p>	

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1.	<p>(Continued..)</p> <p>b. <u>All other case files</u> that do <u>NOT</u> meet the <u>criteria for permanent retention</u>.</p> <p><u>Disposition:</u> Transfer to the servicing FRC one year after case is closed. Destroy 5 years after case is closed.</p>	N1-379-87-1, Item 1b	
2.	<p><u>Regional Administrative Files.</u> Files consist of non-case related records, maintained in a variety of ways. (NOTE: Disposition of records identified in the General Records Schedules issued by the National Archives and Records Administration shall be destroyed accordingly.) All other administrative files:</p> <p><u>Disposition:</u> Cut off at the end of each calendar year. Transfer to the servicing FRC one year after cut-off. Destroy five years after cut-off.</p>	N1-379-87-1, Item 2b	
3.	<p><u>Files of Regional Directors,</u> consisting of subject, project and correspondence files documenting policy formulation and program responsibilities relating to coordination with the Director on matters of technical assistance, administration, and policy development within the CRS.</p> <p><u>Disposition:</u> Transfer closed and inactive records to the servicing FRC when no longer needed for day-to-day reference. Destroy 15 years after closing or completion.</p>	N1-379-85-1, Item 2	