

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

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO<br><br>NCL-379-85-1   |   |
| DATE RECEIVED<br>10-02-84  |   |
| NOTIFICATION TO AGENCY<br><br>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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |
| Date<br>3-18-85  | Archivist of the United States<br><i>Robert M. Warner</i> |

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2. MAJOR SUBDIVISION  
Community Relations Service

3. MINOR SUBDIVISION  
Office of the Associate Director, Administration

4. NAME OF PERSON WITH WHOM TO CONFER  
*Vivial W. Gladden*  
Vivial W. Gladden

5. TEL EXT  
492-5995

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<br>9-24-84 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Quinlan J. Shea, Jr.</i> | E. TITLE<br>Acting Director, Library Staff/OIT<br>Justice Management Division |
|--------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1.         | <p align="center">COMMUNITY RELATIONS SERVICE (CRS)</p> <p>The Director establishes overall service policies, procedures and priorities; develops and implements long range plans of the CRS; represents the Department in community relations matters, within the scope of the legal and delegated authority and responsibilities, with Congress, Executive Branch, and private and public agencies; and coordinates Department efforts in community relations.</p> <p>Files of the Office of the Director consist of program, official, subject, project, and correspondence files documenting program activities and projects relating to the responsibilities of the CRS.</p> <p>Accumulation: 4 cubic feet per year<br/>Arrangement: Alphabetical by subject</p> <p><u>DISPOSITION:</u> Permanent. Transfer to the Federal Archives &amp; Records Service (FARC) two years after the end of the respective Director's tenure or when no longer needed for day-to-day reference, whichever is sooner. Offer to the National Archives &amp; Records Service 15 years after end of tenure.</p> |                     | 2 items          |

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 2.            | <p>Files of the Associate and Regional Directors consist 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>Accumulation: 15 cubic feet per year<br/>Arrangement: Varied</p> <p><u>DISPOSITION:</u> Transfer closed and inactive records to the FARC when no longer needed for day-to-day reference. Destroy 15 years after closing or completion.</p> |                           |                     |