

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*22 items* TO GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Presidential Clemency Board

2. MAJOR SUBDIVISION

None

3. MINOR SUBDIVISION

None

4. NAME OF PERSON WITH WHOM TO CONFER

Jeffrey A. Helewitz

5. TEL. EXT.

634-4860 (61)

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 5 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

Sept. 19, 1975

(Date)

Jeffrey A. Helewitz

(Signature of Agency Representative)

Deputy Assistant General Counsel

(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<u>OMB Personnel Files</u>	Memos regarding the personnel needs of the Board and the projected staffing of the Board (1 year retention)	<i>Destroy immediately after retention periods indicated.</i>
2	<u>Fiscal Folders</u>	Travel authorizations, vouchers, purchase orders, invoices, printing and furniture requisitions, petty cash vouchers, accounting statements, transfers of property records (1 year retention)	
3	<u>Administrative Files</u>	Various memos and information pertaining to administrative services (1 year retention)	
4	<u>Fiscal Record Ledgers</u>	2 volumes (1 year retention)	
5	<u>Time &amp; Attendance Records</u>	Records for Presidential appointees only - 1 volume (1 year retention)	
6	<u>Staff Time &amp; Attendance Records</u>	Self-explanatory (1 year retention)	

*Copy to Agency & NCW 10-23-75 CAD*

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DATE RECEIVED	JOB NO
SEP 23 1975	NC-429-76-1
DATE APPROVED	<del>NC 220-76-8</del>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-21-75	<i>James B. Rhoads</i>
Date	Archivist of the United States

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7	<p><u>Intern Time &amp; Attendance Records</u></p> <p>Records kept for summer interns only, presently involved in a lawsuit (5 year retention)</p>		
8	<p><u>General Personnel Correspondence</u></p> <p>General correspondence and list of personnel detailed to the Board (1 year retention)</p>		
9	<p><u>Federal Register Files</u></p> <p>Drafts and comments prepared for and after formulation of the PCB regulations (5 year retention)</p>		
10	<p><u>Quality Control Records</u></p> <p>Book containing records of:                      (Composite Figures of QC Teams' Workload)</p> <ul style="list-style-type: none"> <li>a. PCB Forms <del>QC-03s</del> "Overall Quality Control Progress Report." A weekly report covering number of cases reviewed by four QC Teams and total production carried forward.</li> <li>b. PCB Forms QC-04s. A weekly report of 8 QC case summary writing teams reviewed by QC attorneys, with total figures and description of type errors, omissions, etc.</li> <li>c. Daily tabulation of written summaries reviewed and rejected or approved by QC team reviewers.</li> </ul>		

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	<p>d. Same as above by QC teams only, with number of cases reviewed and approved. This weekly report contains daily figures telephoned to Deputy General Counsel each morning.</p> <p>Master Quality Control Log Books containing summaries reviewed by case number (1 through 20,000), date received in Quality Control, team assigned to, date returned to QC, and date returned to summary writers for final copy (5 year retention)</p>		
11	<p><u>Case List</u></p> <p>List of all cases presented to the Full Board, Veterans' Benefit Board, and tabled cases (5 year retention)</p>		
12	<p><u>Index Files</u></p> <p>Index classification of all cases that have gone through each team and their final outcome (5 year retention)</p>		
13	<p><u>Team Master Log</u></p> <p>Log of all cases assigned to each team (5 year retention)</p>		
14	<p><u>Applicant Letters</u></p> <p>Letters written by the applicant accompanying his application or received subsequent to his application to the Board, usually includes background information and reasons for the applicant's offenses. Also letters written on behalf of applicant; communications from former or present employers, teachers, friends, family, etc., attesting to applicant's character and providing additional information (5 year retention)</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15	<u>Individual Application</u>  Completed application received from applicant; requests consideration of his case by the Board and supplies basic information to start the process (5 year retention)		
16	<u>Case Summary</u>  Final statement of the applicant's case: prepared by action attorney and presented to the Board. Includes Background, Circumstances of Offense, Chronology, Sentence History and current status of applicant. (5 year retention)		
17	<u>Aggravating-Mitigating Sheet</u>  A list of 12 aggravating factors and 16 mitigating factors that the Board looks to in deciding each individual case. Also a calculation of the Baseline for periods of Alternative Service. This form is completed by the action attorney. (5 year retention)		
18	<u>PCB Letters</u>  Letters written to the applicant from the Board including requests for information, final dispositions, letters of ineligibility for lack of jurisdiction, etc. (5 year retention)		
19	<u>Unanswered Correspondence</u>  Self-explanatory (5 year retention)		
20	<u>General Inquiries</u>  Letters written by Congressmen, members of the public, etc., requesting general information on the Board's operations (5 year retention)		
21	<u>Miscellaneous Correspondence</u>  Inquiries addressed to the Chairman of the Board (5 year retention)		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
22	<u>Felon File</u> Documents relating to case dispositions and policy with respect to felons (5 year retention)		
23	<u>Alternative Service Records</u> Documents relating to matters of alternative service, liaison with Selective Service, etc. (5 year retention)		