


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-064-05-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3.7.2005	
1 FROM (Agency or establishment) National Archives & Records Administration (NARA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Records Services – Washington, DC (NW); Access Programs (NWC); Textual Archives Services Division (NWCT)			
3 MINOR SUBDIVISION Special Access/FOIA LICON (NWCTF)			
4 NAME OF PERSON WITH WHOM TO CONFER Diana Johnston (NHR)	5 TELEPHONE NUMBER (301) 837-1857	DATE 2/6/05	ARCHIVIST OF THE UNITED STATES Fitzhella
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 3 pages are not needed now for the business for 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,			
<input checked="" type="checkbox"/> Is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE FEB 24 2005	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached for descriptions and dispositions (for records) pertaining to the Liaison/Custodial Functions for Records Relating to Special Prosecutors (SPs) and Independent Counsels (ICs).		

24 2/6/05 Copies sent to Agency, NWNW, NR

Attachment to Standard Form 115
Liaison/Custodial Functions for Records of Special Prosecutors
And Independent Counsels
(February 23, 2005)

File No. 1462: Liaison/Custodial Functions for Records Relating to Special Prosecutors and Independent Counsels The “liaison function” means to interact with offices of special prosecutors (SPs) (1978 – 1982) and independent counsels (ICs) (1983 – Present) to obtain physical and legal custody of all records created or received during the course of SP/IC investigations. The “custodial” function consists of accessioning and processing actual SP/IC records (RG 449) and implementing access policies. Some liaison/custodial records may contain sensitive information (i.e., regarding grand juries) that is eligible to be withheld under the FOIA (5 U.S.C. §552)

[From 1978 until February 1998, the organizational predecessors of the Special Access/FOIA LICON were the NARA liaisons to offices of SPs and ICs. As of February 1998, the Special Access/FOIA LICON serves as the NARA liaison. NARA has accessioned SP/IC records (RG 449) pursuant to Title VI of the Ethics in Government Act of 1978, the Ethics in Government Act Amendments of 1982, and Independent Counsel Reauthorization Acts of 1987 and 1994. An exception was the accessioning in 1977 of records of the Watergate Special Prosecution Force (RG 460).]

Item 1. File No. 1462-1: SP/IC liaison/custodial records: Arranged by SP and IC. Records consist of: e-mail, correspondence, memoranda to the file, notes of meetings and telephone conversations, copies of SF 258s, folder title lists and other finding aids/inventories, delivery/receipt forms, copies of dockets and other legal documents, copies of articles, and other records created or received by the liaison staff.

Proposed Disposition: TEMPORARY. Destroy when liaison/custodial records are no longer needed for reference or current operations or when these records (i.e., finding aids) become superseded or obsolete.

Item 2. File No. 1462-2: General subject files: Records are cumulative and relate to policies, work processes, and issues involving records created/received by SPs and ICs. Subject files may include: e-mail, correspondence, memoranda to the file, notes of meetings and telephone conversations, folder title lists and other finding aids/inventories, copies of articles, and other records created or received by the liaison staff.

Proposed Disposition. TEMPORARY. Destroy when records are no longer needed for reference or current operations.

Item 3. File No. 1462-3: Electronic mail and word processing Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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a. File no. 1462-3a: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Proposed Disposition. TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. File no. 1462-3b: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Proposed Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed