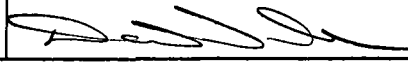



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO N1-64-90-3	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 8-29-90	
1 FROM (Agency or establishment) National Archives and Records Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION Office of Records Administration			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Henry Wolfinger/NIRC	5 TELEPHONE EXT 501-6039	DATE 2/13/91	ARCHIVIST OF THE UNITED STATES 
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 4 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 8/29/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE NARA Records Officer
---------------------------	--	---

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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">RECORDS RELATING TO THE APPRAISAL OF DEPARTMENT OF JUSTICE LITIGATION CASE FILES</p> <p>This project, modelled after the FBI appraisal project, aimed to establish effective disposition standards for post -1940 litigation case files created by legal divisions of the Department of Justice. The project was initiated in 1983 and completed in December 1988 with the issuance of a final report. The schedules developed from the project (Job Nos. N1-60-88-10 thru -13) were approved by the Archivist in October 1989. This schedule covers those records accumulated by the project staff in the course of conducting the appraisal.</p> <p>SUBJECT FILES, 1983-89 (with background information dating back to the 1950s), 8 in.</p> <p>Consists chiefly of memoranda, correspondence, reports, and sample forms used to gather data about the files. The subject files focus on previous efforts of NARA to schedule DOJ records, procedures to be used in conducting the project, unsuccessful efforts to obtain to case files containing restricted income tax information, and the preparation of a final report. Also included are copies of two</p> <p><i>Copies sent to agency, NA-W, NNT 2/27/91</i></p>		

papers presented at annual meetings of the Society of American Archivists, one of which describes the pilot phase of the project, and the other the overall project.

Portions of this series were originally maintained at three sites (1) the project director's office, (2) the office at the Washington National Records Center used by the appraisers working on the project, and (3) the office of the team member who worked extensively on various tasks relating to the compilation of the final report. The records are arranged by original location and thereunder by subject.

Disposition: PERMANENT. Transfer immediately to the National Archives.

2. CASE FILE DATA SHEETS, 1983-89, 6 cu. ft.

Consists of data sheets and related documentation, chiefly computer listings of sampled files and printouts of data entered from the data sheets.

Arranged numerically by classification number.

Disposition: Destroy when of no further value for applying schedules to center holdings.

3. CASE FILE DATABASE.

Consists of a 5 1/4" floppy disk containing all of the information entered from the case file data sheets except for that entered into the narrative field. The data is in a D Base III format. It was used to produce statistical profiles of most classifications of case files (contained in series 8), as well as overall profiles of the files examined over the course of the project (contained in series 9).

Disposition: Destroy immediately.

4. TRANSMITTAL LOGS, 1984-88, 2 in.

Consists of logs recording the transmittal and receipt of data sheets, computer printouts and reports from the appraisal team at the records center to the immediate offices of the Records Appraisal and Disposition Division.

Arranged chronologically.

Disposition: Destroy immediately.

5. MASTER CHECKLIST OF SAMPLED FILES, n.d., 2 in.

Consists of computer generated listings of files designated for review during the appraisal project.

Arranged numerically by classification.

Disposition: Destroy immediately.

6. INFORMAL EVALUATIONS OF CLASSIFICATIONS, n.d., 15 in. (contained in six looseleaf binders).

Consists of narratives written by individual appraisers that describe the content of the files assigned to him or her from a file classification. Most evaluations are free form. During the last stage of the project the use of a form required appraisers to provide some standardized types of information. These narratives were used to draft the evaluations of individual classifications of case files (entry 8 of the schedule).

Arranged numerically by classification.

Disposition: Destroy immediately.

7. CORRESPONDENCE COVERING INFORMAL REVIEW OF EVALUATIONS, 1984-88, 5 in.

The correspondence between NIR and the NN unit serving as the archon for Record Group 60 includes proposed evaluations prepared after the appraisal team completed its examination of sampled files for a classification. Most evaluations consist of (1) a general description of the files in a classification and a discussion of the types of cases that they document (2) a statistical profile of the files examined for that classification. Evaluations for a number of classifications pertaining to a general topic (such as civil rights) were often submitted under cover of a single memo. The correspondence also includes NN comments on the evaluations.

Arranged chronologically.

Disposition: PERMANENT. Transfer immediately to the National Archives.

8. FORMAL EVALUATIONS OF INDIVIDUAL CLASSIFICATIONS OF DEPARTMENT OF JUSTICE CASE FILES, n.d., 5 in.

These evaluations provide the justification for the dispositions established by the records retention schedules produced by the appraisal project. In most cases they include a statistical profile of the files examined in a particular classification. The evaluations in their final form differ from the proposed evaluations in two respects: (1) in a few instances the evaluation, including the final disposition of the records, was modified because of comments received from NN units; and (2) in nearly every instance the evaluations were edited extensively at the end of the project to ensure a consistent written format.

Arranged numerically by classification.

Disposition: PERMANENT. Transfer immediately to the National Archives.

9. "Appraisal of Department of Justice Litigation Case Files: Final Report," December 1988, 1/4 in.

The report was used to notify the archival profession and the general public of (1) the dispositions that were being established for DOJ records, and (2) the techniques used to appraise the records and verify the conclusions reached during the appraisal.

Disposition: PERMANENT. Transfer immediately to the National Archives.