

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-060-05-10</i>	DATE RECEIVED <i>8-15-2005</i>
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) United States Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Personnel Staff			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Robert Void</i>	5 TELEPHONE 202-616-3728	DATE <i>8/15/05</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 _____ 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 <i>8-9-05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i>	TITLE Records Officer
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7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;"><u>Index Card Tracking System</u></p> <p>The index cards (3x5) were prepared and used from about 1940 to 1991. They were used to track "new" employees with the department from the applicant stage to their appointment which was signified by the letter "A" Upon departure of the employee. the card was noted to show that the file had been retired to the Civilian Personnel Records Center. The index card system was replaced by an electronic database which tracked new employees. This index card system has no further reference value. The approximate volume is 60,000 cards.</p> <p>The cards contain the name of the individual, date prepared, social security number, date of birth, date entered on duty, disposition and any other pertinent information thought to be necessary.</p> <p><u>Disposition.</u> Destroy immediately upon approval of this schedule.</p> <p style="text-align: right;"><i>cc Agency DR NWMD NWMLA</i></p>		