

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCD 16 Jun 78

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

General Counsel

4. NAME OF PERSON WITH WHOM TO CONFER

Ivy V. Parr

5. TEL EXT

377-3630

LEAVE BLANK	
JOB NO	<u>NCI-40-81-1</u>
DATE RECEIVED	<u>June 16, 1981</u>
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>6/10/81</u>	<u>Ivy V. Parr</u>	<u>Departmental Records Mgmt. Officer</u>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p align="center">Office of the Secretary Assistant General Counsel for Administration</p> <p><u>Legal Subject File.</u> These are the designated central files for the Office of the General Counsel but many offices maintain their own files separately. They contain the writings generated by the Office together with related materials, filed by subject. In addition, one copy of the Office writings (letters, memoranda, etc.) other than on legislation is collated chronologically for permanent reference and held by the Office. Opinions, briefs, and other writings by Office attorneys which contain the results of legal research that have precedential or other value for future reference are separately filed by subject, indexed, and kept by the Office until it is decided to retire them to SHA, with instruction for their transfer to WNRG. Alphabetical by subject.</p>		<p>WITHDRAWN</p> <p align="right"><i>3 items</i></p>

~~Permanent. Start a new file each year.
Retire to SHA 3 years later, and transfer
to WNRC 3 years later. Offer for transfer
to the National Archives 20 years thereafter.
(Formerly Item 89 of NCl-40-79-1)~~

Assistant General Counsel For
Science and Technology

2. Program Subject File. Incoming and outgoing papers documenting the legal aspects of various Department programs and activities of a scientific or technological nature for which the office provides legal services. The file covers such matters as legislation, oceanography, environmental affairs, energy, telecommunications, patents and trademarks, fire prevention and control, and legal questions involving the work of such department units as the National Bureau of Standards, the Office of Environmental Affairs, the Office of Product Standards, the National Fire Prevention and Control Administration, and the Patent and Trademark Office.

The file is arranged alphabetically by primary subjects and by subordinate topics thereunder. It includes any legal opinions prepared filed under the various subjects.

~~Permanent. Start a new file every 2 years.
Retire to SHA 2 years later. Transfer to WNRC
4 years thereafter. Offer for transfer to the
National Archives 20 years thereafter.
(Formerly Item 98 of NCl-40-79-1)~~

WITHDRAWN

Assistant General Counsel for Legislation

3. Legislative Case Files. Consists of a case file for each piece of legislation proposed by the Department and a case for each item proposed by another agency on which the Department was asked to comment or report. The cases contain all correspondence concerning the item and a draft of the bill as submitted to the Office of Management and Budget. Also included are printed copies of the bill as introduced and as passed and copies of hearings and reports, if any. Arranged by bill number.

~~Permanent. Start a new file at the beginning of
each Congress, retired to SHA 4 years later and
transfer to WNRC 2 years later. Offer for transfer
to the National Archives 20 years thereafter.
(Formerly Item 110 of NCl-40-79-1)~~

WITHDRAWN

~~Due to an ongoing Government-wide study by NARS, final determination on these items was deferred pending completion of a study to determine archival value of legal type records by the Records Disposition Division (NCD).~~