

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>NI-D60-02-3</i>	DATE RECEIVED <i>2/19/2002</i>
1 FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Environment & Natural Resources Division			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Sue Lattin	5 TELEPHONE <i>202-616-3335</i>	DATE <i>8-20-02</i>	ARCHIVIST OF THE UNITED STATES <i>J.H.W. Cal</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>2-12-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	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 GRS OR SUPERSEDED JOB CITATION	10.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;">Records of Deputy Assistant Attorneys General and Special Assistants, Environment and Natural Resources Division</p> <p><u>Files maintained by/for Deputy Assistant Attorneys General (DAAG), consisting of subject, project and correspondence files documenting programs, activities and projects relating to the Environment and Natural Resources Division. Files are arranged alphabetically by subject. Estimated volume 5-10 cubic feet per person, per year.</u></p> <p>DISPOSITION <u>Permanent</u> Cut off at the end of each DAAG's tenure. Transfer to the Washington National Records Center when no longer needed for reference, or 2 years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.</p> <p><i>cc Agency, NE, NWMD</i></p>		

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- 2 Special Assistants Subject, reference and working files of Special Assistants to the AAG and/or DAAG

DISPOSITION Temporary Cut off at the end of the Special Assistant's tenure Retire to the Washington National Records Center when no longer needed for reference, or two years after cutoff, whichever is sooner Destroy 15 years after cutoff

- 3 Electronic version of email messages and word processing documents

- a Records created and received via electronic systems that support records of Deputy Assistant Attorneys General will be copied to paper Email messages include message text, attachments, drafts, and transmission and receipt data The process described in Item 1 above is the recordkeeping system

DISPOSITION Delete after copying to paper and placement in the recordkeeping system

- b Records used for dissemination, revision, or updating

DISPOSITION Destroy/delete when dissemination, revision, or updating is complete

(Reference National Archives and Records Administration Job No N1-60-89-10, item 1b)