REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION
Civil Division

3. MINOR SUBDIVISION
Torts Branch

Jeffrey Axelrad, Director

4 NAME OF PERSON WITH WHOM TO CONFER

Larry Easterling

5 TELEPHONE

(202) 6168074

JOB NUMBER

N1-060-03-4

DATE RECEIVED

7-21-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE	ARCHIVIST OF THE UNITED STATES
11-21-03	*(signature)*

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
07-11-03	Bernard W. Berglind	Records Officer

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	CIVIL DIVISION, DEPARTMENT OF JUSTICE: DECLARATIONS AND LISTS OF ANNUITY BROKERS IN STRUCTURED SETTLEMENTS NEGOTIATED BY UNITED STATES Pursuant to Section 11015 of the 21st Century Department of Justice Appropriations Authorization Act, Pub. L. 107-273, the Civil Division will, on behalf of the Attorney General, establish and transmit to all United States Attorneys a list of annuity brokers who meet minimum qualifications for providing annuity brokerage services in connection with structured settlements entered by the United States. Structured settlements allow the Department to resolve litigation by purchasing an annuity policy or making a series of payments rather than by paying a lump sum. To be included on the list, brokers must annually submit a new Declaration that they meet the minimum qualifications established for inclusion on the list. The Department of Justice established and distributed the first such list May 1, 2003. The Civil Division will update the		

NSN 7540-00-634-4064
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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)
	list periodically, but not more often than twice every calendar year, beginning in calendar year 2004.		
1.	Declarations from annuity brokers, completed and submitted to the Civil Division, Department of Justice. DISPOSITION: Destroy 5 years after date of receipt.		
2.	Lists of annuity brokers established and distributed to United States Attorneys, as well as any updated lists, any updates to such lists, and any administrative records associated with the development and issuance of such lists or updates. DISPOSITION: Destroy 5 years after date of distribution to the United States Attorneys.		
3.	Word Processing Files. Documents, such as letters, memoranda, reports, handbooks, directives, and other materials recorded on electronic media, such as hard disks or diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. DISPOSITION: Delete from the word processing system when no longer needed for updating or revision.		
4.	E-Mail records. Senders' and recipients' versions of e-mail messages that meet the definition of federal records and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. (NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date [transmission data for recordkeeping purposes] and any receipt date when required). DISPOSITION: Delete from the e-mail system after copying to a recordkeeping system.		