

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 11-060-10-13	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/31/10	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Public Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Linda Fitzgerald-Williams Kelly Creighton	5 TELEPHONE NUMBER (202) 514-6667 1847	DATE 8 June 2011	ARCHIVIST OF THE UNITED STATES
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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/17/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director OPM
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of Public Affairs Records SEE ATTACHED	NC1-60-76-10 11-60-06-05	

1 Master Copies of Press Releases

Master copies of public information material consisting of press releases, advisories, fact sheets, and remarks released by the Office of Public Affairs

PERMANENT Cut off inactive records at the end of the current administration Transfer to NARA 15 years after cutoff (This item supersedes NC1-60-76-10, Item 1)

2 Index of Master Copies of Press Releases

Serves as a tracking system index for all public information material issued from the Office of Public Affairs Numbering starts over with each calendar year

PERMANENT Cut off inactive records at the end of the current administration Transfer to NARA 15 years after cutoff

3 Public Awareness Reports and Guidance

Includes reports, updates, guidance, and status distributed to Public Affairs staff, Department Officials, White House Officials or the press

TEMPORARY Cut off inactive records at the end of the current administration Destroy/delete 3 years after cutoff

4 Press Conferences

Office of Public Affairs copies of the AG, DAG, ASG, and OBD materials presented during press conferences

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