

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>01-60-10-23</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/26/10</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Curt Francisco	5 TELEPHONE NUMBER 202-514-6283	DATE <i>07-14-2010</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. [Signature]</i> <i>NWM</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 <u>1</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 <i>5/25/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	USDOJ Citizen Mail SEE ATTACHED		

USDOJ Citizen Mail

1. Routine Requests

Original letter and copy of response for routine inquiries for information such as photographs, publications, those which relate primarily to subjects or issues that are part of write-in campaigns, express personal opinions on current events, legal processes, informational or reference literature, etc. The records lack substantive historical or evidential value and require no research, policy decisions or administrative actions.

*TEMPORARY Cut off at the end of the calendar year Destroy/delete 3 years after cutoff
(Supersedes GRS 14, item 1)*

2. Specific Requests

Original letter and copy of response for requests relating to specific matters, such as court cases and requests for investigations or legal processes (e.g., summonses and complaints, court affidavits, or civil action cases).

TEMPORARY File with applicable case file, or under N1-60-88-10, item 195c, whichever is applicable

Filing instruction