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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER 3ER <i>01-060-10-24</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>6/11/10</i> | |
| 1 FROM (Agency or establishment) Department of Justice | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Justice Management Division | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Office of General Counsel | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Barbara Bush | 5 TELEPHONE NUMBER (202) 514-3452 | DATE <i>June 11</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>6/14/2010</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | | TITLE <i>Director, OPMP</i> |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Office of General Counsel Program Files SEE ATTACHED | | |

Programs related to requests and OGC responses for legal interpretations and opinions relative to laws and regulations on a variety of issues including government contracts, appropriations, employment discrimination, Freedom of Information Act, human resources, property management, records management, privacy, security, information resources management, grants management, tax withholding and intellectual property

Office of General Counsel Programs

1 Advice and Opinions -- Significant Issues

OGC responses to requests for legal advice and opinions relating to a variety of issues including government contracts, appropriations, employment discrimination, Freedom of Information Act, human resources, property management, records management, privacy, security, information resources management, grants management, tax withholding and intellectual property (Significant issues are those that are precedential, have a major impact on how the Department of Justice operates, relate to matters that have received a high level of Congressional and/or public inquiries, and/or involve advice to the Department or JMD's senior leadership)

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 10 years after cutoff

2 Advice and Opinions - - Non-Significant Issues

OGC responses to requests for legal advice and opinions relating to a variety of issues including government contracts, appropriations, employment discrimination, Freedom of Information Act, human resources, property management, records management, privacy, security, information resources management, grants management, tax withholding and intellectual property (These opinions are non-precedential and do not have major impact on how the Department of Justice operates)

TEMPORARY Cut off files at the end of the calendar year Destroy/delete 4 years after cutoff

3 Service of Process Program -- Receipt Documentation Log

OGC computer logs and reference files of service of process documentation and control sheets acknowledging the receipt of the service notice and OGC assignment for action within DOJ

TEMPORARY Print-out copies of the database and cut off files at the end of the calendar year in which the legal notice was served Destroy/delete 2 years after assignment for action

4 OGC Files of Procurement Protest Cases

OGC procurement protest case files consisting of notices of protests and acknowledgments thereof, Agency report, correspondence between parties, files of contracts, plans, specifications, exhibits, change orders, and amendments, pleadings and other documents filed by the parties in the case, transcripts of hearings, documents received from parties concerned, orders, other rulings and final decisions issued in the case, and all other related papers

TEMPORARY Cut off files after final action/decision on protest Destroy/delete 6 years and 3 months after cutoff