

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC1 - 60-76-10</b>
DATE RECEIVED	<b>MAY 8 1976</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-6-76 <i>Date Acting</i>	<i>James E. O'Neil</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2 MAJOR SUBDIVISION  
**Office of Public Information**

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
**Karen K. Garber**

5 TEL EXT  
**739-2014**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention

C DATE <b>4-22-76</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> <b>Robert M. Yahn</b>	E TITLE <b>Chief, Directives and Records Management unit</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Master copies of public information material consisting of press releases, official speeches, testimonials, and court findings, released by the Department of Justice. Approximately six cubic feet annually. <u>PERMANENT.</u>  <u>RETAIN FOR ONE YEAR, THEN TRANSFER TO FARC. OFFER TO NATIONAL ARCHIVES AND RECORDS SERVICE WHEN 25 YEARS OLD.</u>		
2.	Duplicate copies of public information material consisting of press releases, official speeches, testimonials, court findings, and other related materials. ( <i>For reference and distribution</i> )  <u>RETAIN FOR ONE YEAR IN THE OFFICE OF PUBLIC INFORMATION, THEN DESTROY.</u>		

*Copy to Agency & NCW 5-13-76*