

Rec NCD 14 Jan 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | NC1-60-81-7 |
| DATE RECEIVED | January 15, 1981 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 3-17-81 Date | <i>[Signature]</i> Archivist of the United States |

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Office for Improvements in the Administration of Justice

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
R. Timothy Arnold
R. Timothy Arnold

5 TEL EXT
633-3789

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 3 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: 11/4/80

D SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
Robert M. Yahn

E TITLE: Chief, Records Maintenance and Disposition Section/RMG/RPS

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|---|--------------------|-----------------|
| 1 | <p><u>Files of the Office for Improvements in the Administration of Justice (OIAJ)</u></p> <p>The Attorney General established the OIAJ to restructure and upgrade the former Office of Policy and Planning. OIAJ is responsible for developing and drafting legislation; designing, financing and overseeing research efforts and projects that implement the goals of OIAJ and the Department of Justice. OIAJ also administers the Federal Justice Research Program (FJRP) that was created in October 1977 to conduct, primarily on a contract basis, empirical research relating to civil and criminal justice in the Federal system.</p> <p>Some of the material in the files consist of records created in the process of developing new programs, establishing new commissions and units and creating a central statistical bureau for the collection and analysis of civil and criminal justice data.</p> <p>These records are organized in a decentralized alpha-subject arrangement.</p> <p><u>Legislative Project Files</u></p> <p>A. <u>Correspondence files</u> consisting of communications with</p> | | 8 items |

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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 |
| | <p>the White House, the Executive Office of the President and the Congress, that concern the planning, initiation, management and effectiveness of and changes in the DOJ programs relating to the responsibilities of OIAJ, including interagency programs in which the DOJ participates through OIAJ.</p> <p><u>DISPOSITION:</u> Permanent. transfer ¹ transfer to FARC 3 years after completion of project. Offer to NARS 27 years after transfer to FARC.</p> <p>B. <u>Legislative history files</u> exclusive of nonrecord copies of hearings, bills and statutes, relating to legislative matters originating in the Congress, in another agency or within the DOJ.</p> <p><u>DISPOSITION:</u> Permanent. transfer transfer to FARC 3 years after completion of project. Offer to NARS 27 years after transfer to FARC.</p> | | |
| 2 | <p><u>Nonlegislative Project Files</u></p> <p>A. <u>Source data material</u> used to collect and assemble data of a preliminary or intermediate character used for reference in arriving at determinations in the conduct of research projects. The data consists of reports of special studies and/or surveys with related papers showing the inception, scope and procedure of the study and or survey.</p> <p><u>DISPOSITION:</u> Destroy 3 years after completion of project.</p> <p>B. <u>Technical reports</u> prepared in connection with a project matter, terminal narrative, statistical and graphic complications, summarizations and analyses.</p> <p>(1) <u>Official file copy</u> of each report printed pursuant to contract arrangements.</p> <p><u>DISPOSITION:</u> Permanent. transfer transfer to FARC 3 years after completion of project. Offer to NARS 27 years after transfer to FARC.</p> <p>(2) <u>Unpublished draft</u></p> <p><u>DISPOSITION:</u> Destroy when superseded or no longer needed.</p> | | |

** Amended per NC response of May 16/83 to DOJ request. ¹ Jul 5/83*

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|--|---|--------------|--------------------------|--------------------|
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| 3 | <p>(3) Copies of technical reports, specifications, drawings, and other technical data received from Government agencies, commercial concerns or other sources, used as a reference source in the performance of the research and development function, but exclusive of official file copies of items identified in <u>B</u>.</p> <p><u>DISPOSITION:</u> Destroy when obsolete or no longer needed.</p> <p><u>Incomplete Project Files</u></p> <p>A. Project files which involved communications with the Congress and have been inactive for 3 years but which could be continued at any time.</p> <p><u>DISPOSITION:</u> Destroy 3 years after the date of the last action.</p> <p>B. All other incomplete files which have been inactive for 3 or more years.</p> <p><u>DISPOSITION:</u> Transfer to FARC 3 years after the date of the last action. Destroy when 10 years old.</p> | | | |