

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO
NI-60-86-1

DATE RECEIVED
2-26-86

1 FROM (Agency or establishment)
Department of Justice

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Criminal Division

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Mail, File and Records Unit

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Les Rowe

LA Rowe 2/19/86

633-2121

10/23/86

Frank S. Burke

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

2/26/86

Robert M. Yahn
Robert M. Yahn

Chief/Records Management Sec./GSS
OPA/Justice Management Division

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

Criminal Division

Closed and inactive general name index cards from the Mail, File and Records Unit of the Criminal Division. The 3x5 index cards consist of single assignment cards referencing cases and matters handled by the Criminal Division. The cards are arranged by a subject-numeric system. The information contained thereon synthesizes the case or subject and includes the DJ case file number.

This certifies that the records described on this form have been microfilmed in accordance with the standards set forth in 36 CFR Part 1230.

1.

Blue locator cards arranged numerically.

a. Hard copy

1. Those covering the period 1952-1984.
Volume: 18 cubic feet

DISPOSITION: When the microfilm record has been verified for clearness, completeness and accuracy, transfer to FRC. DESTROY 5 years after date of transfer.

2. Those dated 1985 to date.

DISPOSITION: Retain in office space

10 items

Copy sent to agency, NCF, + NMF 10/29/86, emb.

7 ITEM NO	8 DESCRIPTION OF ITEM (Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>until no longer needed for administrative purposes, THEN DESTROY.</p> <p>b. Microfilm record Silver original, diazo and silver duplicate. Period covered: 1952 to date.</p> <p>DISPOSITION: Destroy when related case is destroyed or transferred to the National Archives and Records Administration (NARA).</p> <p>2. White tissue copy arranged numerically</p> <p>a. Hard copy</p> <p>1. Those covering the period 1968 -1979.</p> <p>DISPOSITION: When the microfilm record has been verified for clearness and accuracy, transfer to the Federal Records Center (FRC). Destroy 5 years after date of transfer.</p> <p>2. Those covering 1980 to date.</p> <p>DISPOSITION: Retain in office space until no longer needed for administrative purposes, THEN DESTROY.</p> <p>b. Microfilm record</p> <p>Silver original, diazo and silver duplicate.</p> <p>DISPOSITION: Destroy when related case is destroyed or transferred to NARA.</p>		
3.	<p>White hard copy arranged alphabetically.</p> <p>a. Hard copy</p> <p>1. Those covering the period 1930-1979.</p> <p>DISPOSITION: PERMANENT When the microfilm record has been verified for clearness, completeness, and accuracy, transfer to FRC. Destroy 5 years after date of transfer.</p>	<p><i>BB</i></p> <p><i>BB</i></p> <p><i>OFFER TO NARA IN 1992</i></p>	

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods,</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION 'TAKEN (NARS USE ONLY)
	<p>2. Those covering the period 1980 to date. DISPOSITION: PERMANENT. Maintain in office space until no longer needed for administrative purposes, Then offer to NARA.</p> <p>b. Microfilm record</p> <p>1. Silver original and diazo. Period covered: 1930 - 1979 DISPOSITION: PERMANENT. Offer to NARA in 1987 1992 <i>bl</i></p> <p>2. Silver duplicate. DISPOSITION: Destroy when related case file is destroyed.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>[Signature]</i> 7/16/86 NARA Appraiser Date <i>[Signature]</i> 7/18/86 Agency representative Date</p>		