

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI 118-99-2 NI-60-00-8</i>	DATE RECEIVED <i>3-22-99</i>
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Executive Office for U.S. Attorneys			
3. MINOR SUBDIVISION Evaluation and Review Staff (EARS)			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Harry E. Tice Jr. 3/8/98</i> Harry E. Tice, Jr.	5. TELEPHONE 202-616-6425	DATE	ARCHIVIST OF THE UNITED STATES

**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 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>3-10-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglina</i> Bernard W. Berglina	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;"><b>EVALUATION RECORDS</b></p> <p>The Director of the Executive Office for U.S. Attorneys (EOUSA) is required under 28 C.F.R., Part 0.22 to evaluate the performance of the Offices of the U.S. Attorneys, to write appropriate reports, and to take corrective actions as necessary. The Evaluation program has many purposes, including providing on-site management assistance to the U.S. Attorneys, assuring compliance with Department policies and programs, providing analysis of resource requirements, and meeting internal control program requirements imposed by the Office of Management and Budget. The program also serves as a mechanism by which both the office being evaluated and those doing the evaluation can share ideas and innovations.</p> <p><u>Work papers and notes</u>, maintained by the evaluators only, consist of completed questionnaires, interview guides, work-sheets, notes, and when applicable, printed</p>		

EOUSA Evaluation Records

Page 2 of 3

copies of email and word processing documents described in Item 4. (Note: Pre-evaluation materials designed to assist the evaluators in preparation for the review are maintained by EARS.)

Disposition. **Temporary** . Destroy 60 days after the issuance of the final report.

2. Evaluation correspondence consisting of correspondence between EARS and the various component staffs of EOUSA, used to address issues identified during the evaluation process, and when applicable, printed copies of email and word processing documents described in Item 4. These documents are filed in "District Files" maintained by EARS.

Disposition. **Temporary** . Destroy 60 days after the issuance of the final report.

3. Final reports and U.S. Attorneys' responses consisting of the following:

- Draft of observations prepared by the evaluation team leader, presenting highlights of the evaluation and which is reviewed by the Deputy Attorney General.
- Draft report of the findings and recommendations of the evaluators, which are produced from each evaluation covering legal, administrative, and financial litigation area.
- U.S. Attorney's response to the findings and recommendations, including actions taken to correct evaluation findings.
- Executive summary of information from all of the reports generated during the course of the evaluation.
- Final observations, a summary of the three draft reports, U.S. Attorney's response, and any follow-up activity.
- When applicable, printed copies of email and word processing documents described in Item 4.

EOUSA Evaluation Records

Page 3 of 3

- a. Copies of Final Report forwarded to the Office of the Inspector General for further action.

Disposition. Permanent. Transfer to the National Archives upon accumulation of one-half cubic foot.

- b. All other copies of Final Report.

Disposition. Temporary. Destroy upon issuance of the subsequent evaluation's final report.

4. Electronic Mail and Word Processing System Copies. Contains electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by the other items in this schedule. Also includes copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to product the recordkeeping copy.

Disposition. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition. Destroy/delete when dissemination, revision, or updating is completed.