

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-204-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule is superseded entirely by N1-204-95-001.

Date Reported: 05/14/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-204-91-1

DATE RECEIVED

12-17-90

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 the Pardon Attorney

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond P. Theim

5. TELEPHONE EXT.

492-5910

DATE

3/20/91

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

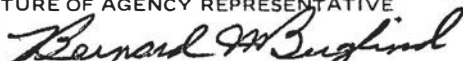
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, 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

2-13-90

C. SIGNATURE OF AGENCY REPRESENTATIVE


 Bernard W. Berglund

D. TITLE

 OBD Records Liaison, Systems Policy
 Staff, Justice Management Division
7
ITEM
NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRSOR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)CASE FILES

Under the constitution, the President has the power to grant reprieves and pardons for Federal offenses and looks to the Attorney General for advice on all matters concerning Executive clemency. The Pardon Attorney receives and reviews all petitions for clemency, initiates the necessary investigations, and prepares the Attorney General's recommendations to the President. The pardon attorney numbering system for case files includes the calendar year, month, and a sequential number, e.g., 90-06-575.

1. Pardon Attorney case files.

- a. Reports of the Pardon Attorney, consisting of the "Letter of Advice" furnished to the President on applications for Executive clemency, and the Presidential responses.

Cut off annually.

Disposition: PERMANENT. Transfer ~~annually~~ to The Washington National Records Center (WNRC), ~~one year after~~ upon accumulation of the case is closed. Transfer one cubic foot. to NARA 15 years after ~~case is closed~~ close of the most recent case.*

N1-204-76-1

Copies sent to agency, NCF, NA-W, NNT 3/21/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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7.
ITEM
NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9 GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

b. Petitions for clemency, reports to the Pardon Attorney, correspondence, and related background material that documents the processing of applications for clemency.

NC1-204-
76-1

- (1) Cases involving persons who have attracted wide-spread public interest, e.g., national media attention. The Office of the Pardon Attorney shall designate such cases for separate transfer to the WNRC.

*Cut off annually.

Disposition: PERMANENT. Transfer ~~annually~~ to WNRC, ~~one year after case is closed~~ ~~xxxxxx~~ Transfer to NARA 15 years after ~~case is closed~~ close of the most recent case.

upon accumulation
of one cubic foot.


- (2) All other cases.

Disposition: Transfer annually to WNRC one year after case is closed. Destroy 15 years after case is closed.

*Changes approved:



3/4/91
Date


OBD Records Liaison

3/4/91
Date


NARA

11 Mar 91
Date