

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-204-95-1	DATE RECEIVED 3-10-95
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Pardon Attorney		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION		DATE 5-8-95	
4. NAME OF PERSON WITH WHOM TO CONFER Raymond P. Theim	5. TELEPHONE 616-6070	ARCHIVIST OF THE UNITED STATES <i>Credly Huskamp Petersen</i>	

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 1 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 03-08-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Bergvind</i> Bernard W. Bergvind	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 GRS OR SUPERSEDED JOB CITATION	10.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><u>CASE FILES</u></p> <p>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., 95-06-575.</p> <p><u>Pardon Attorney Case Files.</u></p> <p>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.</p>	N1-204-91-1/1a	

*Copies sent to agency, NNT N/A 5/16/95*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

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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)
	<p><u>Disposition.</u> PERMANENT. Cut off annually. Transfer to the WNRC upon accumulation of one cubic foot. Transfer to NARA 25 years after close of the most recent case.</p>		
	<p>b. Petitions for clemency, reports to the Pardon Attorney, correspondence, and related background material that documents the processing of applications for clemency.</p>	N1-204-91-1/1b	
	<p>(1) Cases involving persons who have attracted wide-spread public interest, e.g., national media attention. The Pardon Attorney shall designate such cases for separate transfer to the WNRC.</p> <p><u>Disposition.</u> PERMANENT. Cut off annually. Transfer to the WNRC upon accumulation of one cubic foot. Transfer to NARA 25 years after close of the most recent case.</p>	N1-204-91-1/1b(1)	
	<p>(2) All other cases.</p> <p><u>Disposition.</u> Transfer annually to the WNRC one year after case is closed. Destroy 25 years after case is closed.</p>	N1-204-91-1/1b(2)	