

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-379-83-1

DATE RECEIVED

7-15-83

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-26-83  
Date

*[Signature]*  
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

Community Relations Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

*[Signature]* 6/23/83  
H. Dale Meeks

5. TEL EXT

492-5995

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/1/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Terry Appenzella	E. TITLE Director, Library Staff/OTT Justice Management Division
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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
1.	<p>The Director of the Community Relations Service (CRS) exercises powers and performs functions vested in the Attorney General by sections 204(d), 205, 1002 and 1003(a) of the Civil Rights Act of 1964 (78 Stat. 267) and section 2 of Reorganization Plan No. 1 of 1966. The CRS provides assistance to communities in resolving disputes relating to discriminatory practices based on race, color or national origin. In addition to responding to requests from state or local officials, local citizens and organizations, the agency may also assist on its own motion when it suspects that peaceful relations among citizens are threatened.</p> <p><u>Headquarters Case Files (National Files).</u></p> <p>These files contain the following documentation supplied by CRS regional offices and transmitted to headquarters:</p> <ul style="list-style-type: none"> <li>Progress Report on Operations (PRO) which is developed through a series of fractional reports, each of which deals only with such data as is pertinent to the current status of the case.</li> <li>Special Development Report which is prepared and transmitted as needed to bring to the attention of the Director and Deputy Director programmatic or non-programmatic developments bearing on agency policy or</li> </ul>		2 items

115-107

*Agency copy sent under cover of letter of*

MASS DATA CHANGE SHEET NOT REQUIRED

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*NNB + NNF sent 10-13-83 by DMW. NCL sent 10-21-83 by DMW.*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>posture of such a nature that prompt transmission is judged productive.</p> <ul style="list-style-type: none"> <li>. Case documents which include important written and printed materials.</li> <li>. Press clippings related to the case, some of which are supplied by the headquarters Public Information Office.</li> <li>a. Case files for significant cases, selected by the Associate Director, Field Coordination, or that official's designee, according to criteria listed below.</li> </ul> <p><u>Selection Procedure:</u> Prior to transfer of closed cases to Washington National Records Center (WNRC), the Associate Director, Field Coordination, or the designee will select, segregate and designate for permanent retention files for significant cases. Cases selected for permanent retention must meet one or more of the following criteria for significance:</p> <ol style="list-style-type: none"> <li>1. The case is regarded as a landmark or precedent in terms of the impact of CRS involvement on its resolution.</li> <li>2. The case was referred to CRS by a Federal or state court.</li> <li>3. The case involved mediation (B case).</li> <li>4. The case required 100 or more hours of regional staff time.</li> </ol> <p><u>Disposition:</u> PERMANENT. Transfer to WNRC <del>one year</del> <sup>four years</sup> after close of case. Offer to the National Archives and Records Service <sup>in five-year blocks</sup> 15 years after close of case. Estimated volume is .5 cubic feet per year.</p> <li>b. Case files for cases other than those described under Item 1.a.</li> <p><u>Disposition:</u> DESTROY 15 years after case is closed. TRANSFER TO WNRC ONE YEAR AFTER CASE IS CLOSED.</p> <p>* Clarification of disposition instructions and estimated volume of permanent records authorized by Bernard W. Berolind, Records Mgmt Services, JMD/DOJ per telecom of Sep. 12/83. <sup>4w 9/12/83</sup></p>		