

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NI-60-90-10

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

DATE RECEIVED
6-7-90

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Justice

2 MAJOR SUBDIVISION

Civil Rights Division

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Diane C. Roberts
Diane C. Roberts

514-3826

7/1/90

[Signature]

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 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, 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 <i>06-04-90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D TITLE Assistant Chief, Records Management Section/FASS/JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Office of the Assistant Attorney General, Civil Rights Division.</p> <p>Files of <u>Special Assistants</u> to the Assistant Attorney General, consisting of official subject, project and correspondence files documenting the programs, projects and activities of the Civil Rights Division. Estimated annual volume: 12 C.F.</p> <p><u>Disposition:</u> <u>Permanent</u>. Cut off at the end of each special assistant's tenure. Transfer to the Washington National Records Center when no longer needed for reference, or 2 years after cutoff, whichever is sooner. Offer to the National Archives 15 years after cutoff.</p>		

Copies sent to agency, NCF, NN-W, NNT