

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-60-95-6	
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED 12-01-95	
2. MAJOR SUBDIVISION DOJ Executive Secretariat		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Information Management Staff			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Ronald J. Playchan</i> Ronald J. Playchan	5. TELEPHONE 11-20-95 202-616-0072	DATE 2-22-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 _____ 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 11-27-95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	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 GRS OR SUPERSEDED JOB CITATION	10.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;"><u>Executive Secretariat Correspondence Tracking/Indexing System</u></p> <p>Data, Printout, and Documentation</p> <p>a. Index records to disposable records. Disposition: Temporary. Cut off annually upon destruction of related records. Destroy when 1 year old.</p> <p>b. Index records to permanent records. Disposition: Permanent. Maintain on-line until 15 years after the end of the AG's tenure. Transfer to the National Archives in conjunction with the XS correspondence file 15 years after end of the AG's tenure.</p>	GRS 20/9	