

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

27941824

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

4. NAME OF PERSON WITH WHOM TO CONFER  
Kathryn Burnup

5. TEL EXT  
492-5910

LEAVE BLANK	
JOB NO	<u>NC1-429-82-1</u>
DATE RECEIVED	<u>April 28, 1982</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>5-6-82</u> Date	<u>Edward Meeden</u> Acting 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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>4/21/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Terry Appenzeller</u> Terry Appenzeller	E. TITLE Director, Library Staff Office of Information Technology 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 align="center"><u>Presidential Clemency Board Residual Records</u></p> <p>On September 16, 1974, President Gerald Ford issued a proclamation creating a program of conditional clemency for civilians and servicemen who had committed draft or military absence offenses during the Vietnam-era (August 4, 1964 thru March 28, 1973). The President created the Presidential Clemency Board (PCB) to consider the clemency applications. On September 16, 1975, pursuant to an executive order, the Department of Justice, thru the Office of the Pardon Attorney (OPA), assumed the responsibility for concluding the unfinished business of the PCB. This system of records consists of residual records and correspondence prepared in connection with the PCB program, including material transferred to the OPA upon termination of the PCB on September 15, 1975. The last group of PCB pardons was processed by President Ford on January 19, 1977.</p>	Item 12	NC-429-76-1
	Index/Docket Cards. 5x7 cards prepared by the PCB serve as an index to access the PCB closeout sheets. Arrangement: Alphabetical		

*Closed Out; 5-11-82: K.D.  
Copy to Agency*

*3 items*

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>PCB Correspondence.</u> Miscellaneous letters, with replies, from PCB applicants received after the case files were retired to the Washington National Records Center (WNRC), copies of Selective Service System letters to applicants; and undelivered letters to applicants returned by the Postal Service, etc.</p> <p>Arrangement: Some of the correspondence is arranged by case number and some, for which no case number has been identified, is arranged in alphabetical order by the name of the subject.</p>	Item 14	
3.	<p><u>Closeout Sheets.</u> Single page forms containing basic case information, including the final disposition. Arrangement: Numerical</p> <p>DISPOSITION: DO NOT TRANSFER TO WNRC. Destroy 1 year after the date of the last action indicated on the closeout sheet. (Disposition instructions apply to Items 1-3)*</p>	Item 23 NC-429-76-1	
<p>* Clarification of disposition instructions authorized by Hazel Stewart, Records Maintenance &amp; Disposition Section/JMD/DOJ, per telecomm of Apr 27/82. <i>HWS, 5/4/82.</i></p>			