

UNITED STATES GOVERNMENT

Memorandum

Dep. AD Adm.	_____
Dep. AD Inv.	_____
Asst. Dir.:	
Adm. Serv.	_____
Crim. Inv.	_____
Fin. Mgmt.	_____
Ident.	_____
Intell.	_____
Laboratory	_____
Legal Coun.	_____
Plan. & Insp.	_____
Rec. Mgmt.	_____
Spec. Inv.	_____
Tech. Serv.	_____
Training	_____
Public Affs. Off.	_____
Telephone Rm.	_____
Director's Sec'y	_____

[Handwritten signature]

DATE: 8/11/77

TO : Mr. Decker

FROM : J. W. Awe *[Handwritten initials]*

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

[Handwritten "GLOCK"]

PURPOSE:

The purpose of this memorandum is to request authority to permit review of blue slips by an appraiser from the National Archives and Records Service (NARS) in order to better determine appropriate disposition of these documents.

DETAILS:

Reference is made to my memorandum, dated 7/11/77, captioned as above, wherein authority was granted to submit to NARS, through the Department, our request to destroy blue slips after a retention period of six years and three months from the end of the fiscal year covered. Blue slips were previously microfilmed after five years; however, this procedure was determined to be undesirable in view of the cost involved and the sophisticated indexing process required for retrieval.

Mr. Henry J. Wolfinger, Appraiser, Records Disposition Division, NARS, has contacted me and requested to review these documents to determine if they have archival value and if GAO requirements have been satisfied. He cited 44 U.S.C., Section 3309, which provides the following guidance:

"Records pertaining to claims and demands by or against the Government of the United States or to accounts in which the Government of the United States is concerned, either as debtor or creditor, may not be disposed of by the head of an agency under authorization granted under this chapter, until the claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States."

REC-7 16-19087-95

66-19087
Enclosure



- 1 - Mr. Long
- 1 - Mr. Mintz

CMG:BY (6)

NOV 21 1977

SEE ADDENDUM LEGAL COUNSEL PAGE 4

Addendum Records Management Division page 5

SEE FINANCE AND PERSONNEL DIVISION
ADDENDUM PAGE 3

(CONTINUED - OVER)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum Awe to Mr. Decker
RE: ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

He indicated that this citation could require our gaining GAO concurrence prior to destroying these records.

Mr. Wolfinger indicated that the custodial units of the National Archives would not be interested in these records and that he alone would be viewing them. The extremely sensitive nature of these documents will be emphasized prior to any review.

RECOMMENDATION:

That appraisal of these documents by NARS be permitted.

APPROVED:

Director _____	Adm. Serv. _____	Legal Coun. _____
Assoc. Dir. _____	Crim. Inv. _____	Plan. & Insp. _____
Dep. AD Adm. _____	Fin. & Pers. _____	Rec. Mgnt. <i>AD/WLB</i>
Dep. AD Inv. _____	Ident. _____	Spec. Inv. _____
	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

WLB/AD

AD

See over
↓

ADDENDUM OF FINANCE AND PERSONNEL DIVISION

JJC
JJC:nlb 9/6/77:

This Division believes that 44 U.S.C, Section 3309 (as set out in details) is not applicable, as blue slips are not unsettled "...claims and demands by or against the Government..." We also believe that proper destruction of old blue slips is desirable, however, we are hesitant to allow NARS total uncontrolled access to these documents without first reviewing them for sensitivity. If the NARS representative is reasonable, an arrangement satisfactory to both parties could be accomplished. This matter is referred to Legal Counsel Division for further comment.

APPROVED: _____	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Asst. Dir. _____	Ident. & Rec. _____	Rec. Mgmt. _____
Dep. AD Adm. _____	Intell. _____	Tech. Serv. _____
Dep. AD Inv. _____	Laboratory _____	Training _____
		Public Affs. Off. _____

See over
↓

Memorandum J. W. Awe to Mr. Decker
Re: Archival Authorization For
Destruction of Bureau Records

PGD
ADDENDUM LEGAL COUNSEL DIVISION, PGD:las, 9/8/77

Legal Counsel Division concurs that Title 44, United States Code, Section 3309 does not seem applicable to blue slips since they do not represent "claims and demands by or against the Government of the United States or to accounts in which the Government of the United States is concerned either as debtor or creditor." Therefore, we do not agree with Mr. Wolfinger that this statute would require GAO concurrence prior to destroying these records. Legal Counsel Division also concurs in the necessity for prior review for sensitivity before NARS access and the desirability of destruction of blue slips in accordance with already approved procedures.

JWF

APPROVED:	Adm. Serv. _____	Legal Co. _____
Director _____	Grm. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Fin. & Pers. _____	Rec. Mgmt. _____
Dep. AD Adm. _____	Ident. _____	Spec. Inv. _____
Dep. AD Inv. _____	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (CMG:mk 10/21/77)

On 10/19/77, SA John H. Skaggs, Mr. Dorsey E. Cox and Mr. Billy S. Davis of the Voucher and Payroll Section, Finance and Personnel Division, and SA Joseph H. O'Rourke and Clara Marie Glock of the Records Management Division met with Mr. Henry J. Wolfinger, Appraiser, National Archives and Records Service (NARS), regarding the disposition of blue slips. The purpose of and the need to retain blue slips as a temporary record were further clarified and Mr. Wolfinger was furnished three sample vouchers for review. He indicated that General Records Schedule #6, "Accountable Officers' Accounts Records," Item 1, "Accountable Officers' Files," would be applicable to these records and destruction would be permissible after six years and three months after the period of the account for records created on or after 7/2/75. Vouchers created prior to that date would be retained for ten years and three months after the period covered by the account.

Mr. Wolfinger planned to recommend to his superiors that General Records Schedule #6 be utilized in lieu of our previously submitted disposal request which, in turn, would be withdrawn. Appropriate memorandum will be prepared to note NARS' decision.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Fin. & Pers. _____	Rec. Mgnt. <u>ADJ/SJ</u>
Dep. AD Adm. _____	Ident. _____	Spec. Inv. _____
Dep. AD Inv. _____	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

Memorandum

- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Serv. _____
- Crim. Inv. _____
- Fin. & Pers. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgmt. _____
- Spec. Inv. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

TO : Mr. Decker

DATE: 7/20/77

FROM : J. W. A...

Handwritten signatures and initials

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

PURPOSE: The purpose of this memorandum is to report the current status of our Records Disposition Schedule (SF-115) which the Archivist of the United States has referred to Senate and House of Representatives committee chairmen for their review and comments.

DETAILS: Reference is made to my memorandum of 5/18/77, captioned as above, wherein I noted that revisions suggested by the National Archives and Records Service (NARS) had been completed and the Schedule had been returned to NARS for action. The Schedule will basically permit destruction of applicant- and security-related files after 30 years and others after 10 years. Provisions were made for the selection of files of historical value which would be ultimately transferred to the National Archives for permanent retention.

In view of our continued interest in this Schedule, Mr. Henry J. Wolfinger, Records Disposition Division, NARS, advised me on 7/18/77, that, while the Archivist planned to approve the Schedule on 8/5/77, he nevertheless had forwarded the plan to various Congressional committee chairmen for their review and observations prior to granting his approval. Copies of the schedule were forwarded to Howard W. Conner, Chairman, Senate Committee on Rules and Administration, and Frank Thompson, Jr., Chairman, House Administration Committee. Information copies were forwarded to Abraham A. Ribicoff, Chairman, Senate Committee on Government Affairs and Jack Brooks, Chairman, House Committee on Government Operations. U.S.C. Title 44, Section 3303a, part (c), notes that the Administrator (of General Services) may request advice and counsel from the Committee on Rules and Administration of the Senate and the Committee on House Administration of the House of Representatives with respect to the disposal of any particular records....

CMG:evp
(4)

EX-131 CONTINUED OVER

17 AUG 15 1977



5 AUG 22 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan **RECORDS SYSTEMS**

Memorandum to Mr. Decker
ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

Mr. Wolfinger advised that the accompanying cover memorandum submitted with copies of our Schedule noted that appropriate standards were set to selectively retain historical files and that the FBI had selected the retention periods for file destruction.

Mr. Wolfinger did stress that the consultation was not for approval/disapproval and the only obstacle he could foresee was a request for additional time to review the Schedule. This matter will be closely followed and pertinent details reported.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director _____	Adm. Serv. _____	Legal Coun. _____
Asso. Dir. _____	Crim. Inv. _____	Plan. & Insp. _____
Dep. AD Adm. <i>WFB</i>	Fin. & Pers. _____	Rec. Mgnt. <i>WFB</i>
Dep. AD Inv. _____	Ident. _____	Spec. Inv. _____
	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

UNITED STATES GOVERNMENT

Memorandum

- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Serv. _____
- Crim. Inv. _____
- Fin. & Pers. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgnt.
- Spec. Inv. _____
- Tech. Serv. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

TO : Mr. Decker

FROM : J. W. Ave *[Signature]*

DATE: 9/19/77

Handwritten notes:
 1) [unclear]
 2) [unclear]
 3) [unclear]

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to report the current status of our Records Disposition Schedule (SF 115) on which the Senate Committee on Rules and Administration has requested an extension of time for review.

DETAILS:

Reference is made to my memorandum, dated 7/20/77, wherein I advised that the Records Disposition Schedule, which would authorize destruction of Headquarters criminal files after 10 years and security and applicant files after 30 years, had been referred to Senate and House of Representatives committee chairmen for review and comment by the Archivist. The Archivist planned to approve the Schedule on 8/5/77; however, the Senate Committee on Rules and Administration requested additional time for review and planned to respond to the Archivist on 9/15/77.

I learned today that Chester H. Smith, Chief Counsel, Senate Committee on Rules and Administration, has requested a further extension of one month to permit the oversight committee of the Senate to review this Schedule. The Archivist has approved the request for additional time and anticipates a response from the Committee by 10/17/77. As you are aware, a copy of the Schedule was delivered to Mary C. Lawton on 9/15/77 in order to obtain the concurrence of the Attorney General before implementing this program. This matter will be closely followed and pertinent details reported.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director _____
 Assoc. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____

Adm. Serv. _____
 Crim. Inv. _____
 Fin. & Pers. _____
 Ident. _____
 Intell. _____
 Laboratory _____

Legal Coun. _____
 Plan. & Insp. _____
 Rec. Mgnt. *ASD/WCB*
 Spec. Inv. _____
 Tech. Serv. _____
 Training _____
 Public Affs. Off. _____

ST-109 REC-5

66-19087-90
 7 SEP 29 1977



CMG:mk (977)
 1977
 15301

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Handwritten: RECYCLED SYSTEMS

Memorandum

Dep. AD Adm. _____
 Dep. AD Inv. _____
 Asst. Dir.:

- Adm. Serv. _____
- Crim. Inv. _____
- Fin. & Pers. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgnt. _____
- Spec. Inv. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

TO : Mr. Decker

DATE: 9/14/77

FROM : J. W. Awe *JWA*

H. H. ...

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

J.
PURPOSE:

The purpose of this memorandum is to report the receipt of approval from the National Archives and Records Service (NARS) to reduce the retention period for field office criminal files from ten years to five years.

DETAILS:

Based on my memorandum, captioned "Destruction of FBI Files" dated 6/16/77, approval was granted to reduce the retention period from ten years to five years for closed criminal files maintained in field offices. Our request was subsequently referred to NARS for appropriate action.

NARS has returned our request bearing approval of the Archivist of the United States. Standard Form 115 bearing our request and approval is attached. In order to comply with the wishes of the Attorney General as set forth in his letter of 6/6/77, instructions to field offices will be held in abeyance until the Attorney General has had an opportunity to review and approve this procedural change. The Attorney General is being advised of this matter separately and, upon approval, appropriate instructions will be issued to field offices and manual changes will be prepared.

RECOMMENDATION:

None. For record purposes.

20 SEP 16 1977

APPROVED:

Director _____
 Assec. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____

Adm. Serv. _____
 Crim. Inv. _____
 Fin. & Pers. _____
 Ident. _____
 Intell. _____
 Laboratory _____

Legal Coun. _____
 Plan. & Insp. _____
 Rec. Mgnt. *AJD*
 Spec. Inv. _____
 Tech. Servs. _____
 Training _____
 Public Affs. Off. _____

JWA
 ENCLOSURE
 Enclosure
 66-19087



CMG:mk (4) *mk*

55 SEP 26 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

(See Instructions on reverse)

JOB NO NC1 65 77 11
DATE RECEIVED 24 AUG 1977
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303, the disposition request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
8-31-77 <i>James W. Awe</i> Date 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

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James W. Awe

5. TEL. EXT.
4185

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.

A Request for immediate disposal.

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

C. DATE 6/16/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James W. Awe</i>	E. TITLE Section Chief
---------------------------	--	----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
-1.	This is an amendment to Job No. NC1-65-76-3 for Federal Bureau of Investigation Field Office files to provide NARS with current destruction procedures associated with this schedule. Authority to dispose of records after 10 years has been reevaluated and a 5-year retention period for criminal classifications <u>only</u> is being delegated to field offices. Destroy criminal classifications 5 years after date of case closing or when administrative needs have been met, whichever is earlier.	NC1-65-76-3	

115-107

66-19087-85
ENCLOSURE

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

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (DOES NOT) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

Item 1

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Not applicable

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

Not applicable

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

Not applicable

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

Not applicable

SIGNATURE OF APPRAISER

Henry J. Waters

MM
296-77

DATE
Aug. 25, 1977

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL	DIRECTOR, RECORDS DISPOSITION DIV. <i>[Signature]</i>	DATE 8/30/77
CONCURRENCES		DATE
		DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

The field office records covered by this request previously have been appraised as non-archival under NARS Retention Plan No. NN-469-6 and scheduled for disposal under Disposal Job Nos. 346-S237 and NC1-65-76-3.

66-17087-88

Memorandum

- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Serv. _____
- Crim. Inv. _____
- Fin. & Pers. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Insp. _____
- Rec. Mgmt. _____
- Spec. Inv. _____
- Tech. Servs. _____
- Training _____
- Public Affs. Off. _____
- Telephone Rm. _____
- Director's Sec'y _____

TO : Mr. Decker

DATE: 7/1/77

FROM : J. W. ~~AWB~~

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

PURPOSE:

The purpose of this memorandum is to request approval to forward the attached Standard Form 115 to the National Archives and Records Service (NARS) for authority to destroy original and microfilmed blue slips and supporting documentation after a retention period of 6 years and 3 months.

DETAILS:

Reference is made to J. H. Skaggs memorandum to Mr. Long, dated 6/9/77, captioned "Destruction of Bureau Records," wherein Bureau authority was granted to destroy, after a period of 6 years and 3 months from the end of the fiscal year covered, original and microfilmed blue slips and supporting documentation.

Archival authorization was sought and granted in 1954 to microfilm and, in turn, destroy the original blue slips. This procedure was determined to be costly and administratively burdensome in that equipment for the project would require an estimated expenditure of \$75,000 and entail a complex indexing procedure to permit retrieval. The currently approved retention period appears to satisfy Bureau needs and audit purposes and, if circumstances dictate, tabulation of payments can be reconstructed from permanent records.

Attached are the appropriate number of completed Standard Form 115 containing our disposal request. Due to the sensitive nature of the subject matter, this request will be forwarded to NARS through the Department.

RECOMMENDATION:

That the attached letter and enclosures be forwarded to the Department for subsequent action by NARS.

Sent 7-12-77 HAW

ST-126 REC-36 66-1987-7?

23 JUL 19 1977

66-19087

Enclosures

1 - Mr. Long

1 - Mr. Mintz

CMG:evp (6)



58 JUL 27 1977

APPROVED: _____

Director _____	Adm. Serv. _____	Legal Coun. _____
Assoc. Dir. _____	Crim. Inv. _____	Plan. & Insp. _____
Dep. AD Inv. _____	Fin. & Pers. _____	Rec. Mgmt. <i>ASURWB</i>
	Ident. _____	Spec. Inv. _____
	Laboratory _____	Tech. Servs. _____
		Training _____
		Public Affs. Off. _____

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNRECORDED COPY FILED IN 66-1987-7?

Assistant Attorney General
for Administration

July 11, 1977

Director, FBI

FEDERAL GOVERNMENT

ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

Attached hereto are the required number of copies
of Standard Form 115 requesting authority to destroy records
which have no further value at this time.

It is requested that this form be forwarded to
the National Archives and Records Service, General Services
Administration, for appropriate action.

Enclosures (4)

66-19087

CMG:evp

(7)

NOTE: Based on J. W. Awe memorandum to Mr. Decker dated
7/1/77, captioned as above.

UNRECORDED COPY FILED IN 66-19087-16

APPROVED: <input checked="" type="checkbox"/>	Adm. Serv. <input type="checkbox"/>	Legal Coun. <input type="checkbox"/>
Director <input type="checkbox"/>	Crim. Inv. <input type="checkbox"/>	Plan. & Insp. <input type="checkbox"/>
Asso. Dir. <input type="checkbox"/>	Fin. & Pers. <input type="checkbox"/>	Rec. Mgnt. <input checked="" type="checkbox"/> ASD/WCB
Dep. AD Adm. <input checked="" type="checkbox"/> MCD	Ident. <input type="checkbox"/>	Spec. In. <input type="checkbox"/>
Dep. AD Inv. <input type="checkbox"/>	Intell. <input type="checkbox"/>	Tech. Serv. <input type="checkbox"/>
	Laboratory <input type="checkbox"/>	Training <input type="checkbox"/>
		Public Affs. Off. <input type="checkbox"/>

SI-126

REC-36

66-19087-16

MAILED 11
JUL 12 1977
FBI

XEROX
JUL 21 1977

23 JUL 19 1977

(NR)

- Asso. Dir.
- Dep. AD Adm.
- Dep. AD Inv.
- Asst. Dir.:
- Adm. Serv.
- Crim. Inv.
- Fin. & Pers.
- Ident.
- Intell.
- Laboratory
- Legal Coun.
- Plan. & Insp.
- Rec. Mgnt.
- Spec. Inv.
- Tech. Serv.
- Training
- Public Affs. Off.
- Telephone Rm.
- Director's Sec'y

54 JUL 27 1977

TELETYPE UNIT

FBI/DOJ

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James W. Awe

5. TEL. EXT.

4185

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date *6/10/77*
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 1 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 7/8/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James W. Awe</i>	E. TITLE Section Chief
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. ACTION TAKEN
1.	<p>Original and microfilmed memoranda and supporting documentation covering payment of expenses from appropriated funds in connection with official investigations performed by the Federal Bureau of Investigation. The proposed retention period will satisfy administrative needs and auditing requirements and the substance of the documents can be reconstructed from permanent ledgers in the event that this data is required in the future. The documents are dated from 1916, encompass approximately 350 cubic feet of records, and produce approximately 18 cubic feet of records annually. (This is a broadening of request approved on 5/17/54 to delete the microfilming process which would require an expenditure of funds in excess of \$75,000.)</p> <p>Destroy 6 years and 3 months from the end of the fiscal year covered or whenever administrative needs have been served, whichever is later.</p>	<p>II-NNA-1133</p> <p><i>66-19097-517</i></p>

115-107

ENCLOSURE

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

UNITED STATES GOVERNMENT

Memorandum

Dep. AD Adm. _____
 Dep. AD Inv. _____
 Asst. Dir. :
 Adm. Serv. _____
 Crim. Inv. _____
 Fin. & Pers. _____
 Ident. _____
 Intell. _____
 Laboratory _____
 Legal Coun. _____
 Plan. & Insp. _____
 Rec. Mgnt. _____
 Spec. Inv. _____
 Tech. Serv. _____
 Training _____
 Public Affs. Off. _____
 Telephone Rm. _____
 Director's Sec'y _____

TO : Mr. Decker

DATE: 6/13/77

FROM : J. W. AWE

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

Handwritten notes:
 AWE
 DEWEY
 KEMP

PURPOSE:

The purpose of this memorandum is to note receipt of archival request relating to inspection reports which have been designed for permanent retention by the National Archives and Records Service (NARS).

DETAILS:

Reference is made to A. J. Decker memorandum to Mr. Jenkins, dated 7/19/76, wherein we requested authority to destroy FBIHQ divisional and field office inspection reports after a period of two years. By letter dated 7/20/76, we requested the Department to forward our Standard Forms 115 to NARS for appropriate action.

NARS has returned our request and, in accordance with authority granted in 44 USC, Section 2904, has determined that these records are appropriate for preservation. The records have been designated as permanent and will be offered to the National Archives in seventy-five years. As noted in the Appraiser's Recommendation, the records have evidential value for documenting the Bureau's inspection program and illustrating the manner in which the Bureau's investigative and administrative operations are conducted. The Records Disposition Division, NARS, has consented to the destruction of inspection work papers, without examination, based on the inspection report.

2- ENCLOSURE

ST-126 REC-45 66-19087-710

66-19087
Enclosures (2)

22 JUN 24 1977

- 1 - Mr. DeBruler
- 1 - Mr. Mintz

CMG:mk (7)



57 JUL 11 1977

CONTINUED OVER

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum Decker to Mr. McDermott
ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

W. K. DeBruler memorandum to the Director, dated 4/8/77, captioned "Retention of Inspection Work Papers and Reports", provided the retention period for work papers which has been adequate to satisfy the needs of the Planning and Inspection Division, ie, retention until subsequent inspection.

To ensure permanent retention, the inspection files will be appropriately stamped for retention and included in our Records Retention Plan.

RECOMMENDATION:

None. For record purposes.

APPROVED:

Director _____	Adm. Serv. _____	Legal Coun. _____
Asst. Dir. _____	Crim. Inv. _____	Plan. & Insp. <u>W.K.D./RAM</u>
Dep. AD Adm. _____	Fin. & Pers. _____	Rec. Mgnt. <u>H.S.P./W.C.B.</u>
Dep. AD Inv. _____	Ident. _____	Spec. Inv. _____
	Laboratory _____	Tech. Servs. _____
		Training _____
		Public Affs. Off. _____

REQUEST FOR RECORDS DISPOSAL (See Instructions on reverse)

LEAVE BLANK

JOB NO
NC1 - 65-76-6

DATE RECEIVED
AUG 17 1976

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3304a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-9-77 *James P. O'Hill*
Date *Acting* 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
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
William L. Bailey

5. TEL. EXT.
4870

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.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7/16/76	<i>William L. Bailey</i>	Section Chief	1.	<p>Administrative memoranda in headquarters divisional and field office inspection files maintained at Federal Bureau of Investigation Headquarters. The substance of all administrative material relating to the various aspects of the inspection is incorporated into final summary form which will be retained indefinitely. The summary is prepared to uniformly record the results of the inspection; i.e.; physical condition and maintenance, investigative operations, special divisional operations, administrative operations, and personnel matters; (To propose revision of "Part I, Retention Plan For Records Of The Federal Bureau of Investigation, Department of Justice", page 2, item 2d (preliminary draft), to delete "...with related papers...". as applied to the summary reports on inspections.)</p> <p>Related administrative memoranda will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is less.</p> <p>PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*</p> <p><i>66-19817-10</i></p>		

115-107 * Change in disposition standard authorized by James W. Awe per meeting of Apr. 25/77.

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

ENCLOSURE

APPRAISAL REPORT ON DISPOSITION OF RECORDS

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE HISTORICAL VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

None

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Item 1

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

None

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

None

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

None

SIGNATURE OF APPRAISER

Henry S. Walsh

DATE 4 May '77

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL

DIRECTOR, RECORDS DISPOSITION DIVISION

Thomas J. ...

DATE 5/11/77

CONCURRENCES

UNIT

Jane F. Smith

DATE 5-5-77

DATE

DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

Item 1 has been appraised and designated for permanent retention. The records have evidential value for documenting the Federal Bureau of Investigation's inspection program and illustrating the manner in which the agency's investigative and administrative operations are conducted.

ENCLOSURE

(66-1908)-70-

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Decker

DATE: 5/18/77

FROM : J. W. Awe

SUBJECT: ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

Assoc. Dir.	_____
Dep. AD Adm.	_____
Dep. AD Inv.	_____
Asst. Dir.:	
Adm. Serv.	_____
Crim. Inv.	_____
Fin. & Pers.	_____
Ident.	_____
Intell.	_____
Laboratory	_____
Legal Coun.	_____
Plan. & Insp.	_____
Rec. Mgnt.	_____
Spec. Inv.	_____
Tech. Servs.	_____
Training	_____
Public Affs. Off.	_____
Telephone Rm.	_____
Director's Sec'y	_____

[Handwritten signature]

PURPOSE:

The purpose of this memorandum is to provide, for record purposes, a copy of our completed Records Disposition Schedule containing revisions suggested by the National Archives and Records Service (NARS).

DETAILS:

Based on memorandum A. J. Decker to Mr. McDermott, dated 3/17/77, captioned "File Destruction and Searching Criteria," authority was granted to forward to NARS the completed Records Disposition Schedule for the Central Records System.

There are, attached, copies of our completed Disposition Schedule which is self-explanatory and the classification list identifying the 191 categories of files in the Central Records System as furnished to NARS for final approval.

RECOMMENDATION:

None. For record purposes.

APPROVED:	Adm. Serv. _____	Legal Coun. _____
Director _____	Crim. Inv. _____	Plan. & Insp. _____
Assoc. Dir. _____	Fin. & Pers. _____	Rec. Mgnt. <i>ADT</i>
Dep. AD Adm. _____	Ident. _____	Spec. Inv. _____
Dep. AD Inv. _____	Intell. _____	Tech. Servs. _____
	Laboratory _____	Training _____
		Public Affs. Off. _____

66-19087
Enclosures

CMG:mk (4)

REC-103

MAY 23 1977



JUN 8 1977

ENCLOSURE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

(See Instructions on reverse)

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

JOB NO
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303, the disposal in quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Date
Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James W. Ave

5. TEL. EXT.

4185

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 7 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>5/4/77</u>	<u>James W. Ave</u>	<u>Section Chief</u>

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">"Central Records System"</p> <p><u>Description of content & arrangement of records</u> The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file.</p> <p>For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control for the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification. The FBI has 191 classifications in its basic filing system.</p>		

115-107

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

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.</p> <p>The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists.</p> <p>The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).</p> <p>A. <u>Administrative files for permanent retention</u></p> <p>In the beginning of each classification there is a double zero (00) file for the purpose of collecting in one place all policies and procedures that refer to that particular classification or violation category. For example, in the Kidnaping (7) classification there will be a 7-00 file that will be filed prior to any case numbers within that classification. Each time there is a basic change in policy or procedure regarding this category the document indicating the change will be placed in this file.</p> <p><u>DISPOSITION:</u> PERMANENT. Offer for transfer to National Archives and Records Service after files are 75 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 870-387

Request for Records Disposition Authority—Continuation

JOB NO.

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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
	<p>B. <u>Investigative files for permanent retention</u></p> <p>Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically a matter of informed judgement.</p> <p><u>Selection Procedures:</u></p> <p><u>(For existing closed files that meet age criteria)</u> Files with 5 or less volumes would generally not meet the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgement in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgement. The disposition of the file governs disposition of index cards.</p> <p><u>(For future closed files)</u> At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.</p> <p>Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:</p> <ol style="list-style-type: none"> 1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques; 		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 575-287

Request for Records Disposition Authority - Continuation

JOB NO.

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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
	<p>2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;</p> <p>3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;</p> <p>4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy.</p> <p>5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.</p> <p><u>Disposition:</u> PERMANENT. Offer for transfer to National Archives and Records Service 75 years after closing.</p> <p>C. Investigative files other than those described above under Items 1a and 1b.</p> <p>1. Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.</p> <p><u>Disposition:</u> DESTROY 10 years after no relevant activity or after administrative needs have been served, whichever is later.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 876-387

Request for Records Disposition Authority - Continuation

JOB NO.

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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
	<p>2. Security investigative files with supporting retrieval devices after 30 years of no relevant activity. (See attached classification list).</p> <p><u>Disposition:</u> DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.</p> <p>3. Applicant investigations and supporting retrieval devices after 30 years of no relevant activity. (See attached classification list.)</p> <p><u>Disposition:</u> DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.</p> <p>4. Investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5 USC 552a (e) (1), (5), and (7).</p> <p><u>Disposition:</u> DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.</p> <p>D. <u>Items other than those described above under 1a, 1b and 1c.</u></p> <p>1. Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive reports of other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

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5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Disposition:</u> DESTROY after action has been taken and transitory document no longer serves a useful purpose.</p> <p>NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.</p> <p>Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.</p> <p>The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 39, 43, 62, 63, 64, 66, 67, 80, 91, 94, 100, 105, 122, 188 and 191 and any other classification created hereafter. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.</p> <p>A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 575-387

Request for Records Disposition Authority - Continuation

JOB NO.

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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
	<p>be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request.</p> <p>The provisions of this schedule do not supersede the retention standards of Federal Records Schedule 14, Items 16-30, developed by Department of Justice and General Services Administration Legal Counsel, for records relating to the administration of the Freedom of Information and Privacy Acts.</p> <p>In the attached classification list the applicant-related classifications are identified by one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in nature.</p>		

115-203

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STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

CLASSIFICATIONS

- 1.* Training Schools; National Academy Matters; F.B.I. National Academy Applicants
- 2.** Neutrality Matters
- 3.** Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete - 1920)
- 14.** Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injunction (Obsolete)
17. Veterans' Administration Matters
18. May Act
19. Censorship Matters (Obsolete - 1946)
20. Federal Grain Standards Act (Obsolete - 1921)
21. Food and Drugs
22. National Motor Vehicle Act (Obsolete - 1927)
23. Prohibition
24. Profiteering (Obsolete - 1945)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (Obsolete - 1925)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (Obsolete - 1927)
- 35.* Civil Service
36. Mail Fraud
- 37.* False Claims Against The Government (Obsolete - 1928)
- 38.* Application for Pardon to Restore Civil Rights (Obsolete - 1936)
- 39.** Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (Obsolete)
42. Deserter; Deserter - Harboring

* Applicant-related classifications

** Security-related classifications

43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging Naval Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws - Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraft)
46. Fraud Against the Government: Anti-Kickback Statute; Dependent Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil) Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (Obsolete - 1925)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete - 1951)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (Obsolete - 1928)
60. Anti-Trust
- 61.** Treason or Misprision of Treason
- 62.* Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
- 63.* Miscellaneous - Non-Subversive - including:
 - Black Market in Railroad Tickets (Obsolete)
 - Civil Aeronautics Act (Obsolete)
 - Eight-Hour-Day Law
 - Federal Judiciary Investigations
 - Federal Juvenile Delinquency Act
 - Kickback Racket Act
 - Lands Division Matter (Condemnation Proceedings)
 - Miscellaneous - Civil Suit
 - Miscellaneous - O.P.A. Violations (Civil) (Obsolete)

- Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
Soldiers and Sailors Civil Relief Act of 1940
Tariff Act of 1930
Top Hoodlum Coverage
Unreported Interstate Shipment of Cigarettes
Federal Cigarette Labeling and Advertising Act
- 64.** Foreign Miscellaneous
 - 65.** Espionage
 66. Administrative Matters
 - 67.* Personnel Matters
 68. Alaskan Matters (Obsolete - 1956)
 69. Contempt of Court
 70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property
 71. Bills of Lading Act
 72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
 - 73.* Application for Pardon After Completion of Sentence and Application for Executive Clemency
 74. Perjury
 75. Bondsmen and Sureties
 76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
 - 77.* Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
 78. Illegal Use of Government Transportation Requests
 79. Missing Persons
 80. Laboratory Research Matters
 81. Gold Hoarding (Obsolete - 1952)
 82. War Risk Insurance (National Service Life Insurance) (Obsolete - 1967)
 83. Court of Claims
 84. Reconstruction Finance Corporation Act (Obsolete - 1953)
 85. Home Owner Loan Corporation (Obsolete - 1952)
 86. Federal Lending and Insurance Agencies
 87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
 88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
 89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
 90. Irregularities in Federal Penal Institutions
 91. Bank Burglary; Bank Larceny; Bank Robbery
 92. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with Government Communications System; A.R. - Hobbs Act
 93. Ascertaining Financial Ability
 94. Research Matters
 95. Laboratory Cases (Examination of Evidence in Other than Bureau Cases)

- 96.* Alien Applicants (Obsolete - 1944)
- 97.** Registration Act
- 98.** Sabotage
- 99. Plant Survey (Obsolete - 1944)
- 100.** Subversive Matter (Individuals); Internal Security (Organizations); Domestic Security Investigations
- 101. Hatch Act (Obsolete - 1941)
- 102.** Voorhis Act
- 103. Interstate Transportation of Stolen Cattle
- 104. Servicemen's Dependents Allowance Act of 1942 (Obsolete - 1957)
- 105.** Internal Security (Nationalistic Tendency - Foreign Intelligence (Individuals and Organizations - by country.))
- 106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete - 1963)
- 107. Denaturalization Proceedings (Obsolete - 1952)
- 108. Foreign Travel Control (Obsolete - 1944)
- 109.** Foreign Political Matters
- 110.** Foreign Economic Matters
- 111.** Foreign Social Conditions
- 112.** Foreign Funds
- 113.** Foreign Military and Naval Matters
- 114. Alien Property Custodian Matter (Obsolete - 1972)
- 115. Bond Default; Bail Jumper
- 116.* Atomic Energy Act-Applicant; Atomic Energy Act-Employee; Energy Research and Development Administration - Applicant
- 117.** Atomic Energy Act-Criminal
- 118.* Applicant - Central Intelligence Agency (Obsolete - 1952)
- 119. Federal Regulation of Lobbying Act
- 120. Federal Tort Claims Act
- 121.* Loyalty of Government Employees (Obsolete)
- 122. Labor Management Relations Act, 1947
- 123.* Special Inquiry - State Department - Voice of America (U.S. Information Center) (Public Law 402 - 80th Congress) (Obsolete - 1963)
- 124.* European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete - 1963)
- 125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
- 126.* National Security Resources Board - Special Inquiry (Obsolete - 1950)
- 127.* Sensitive Positions in the U.S. Government - Public Law 266 (Obsolete - 1950)
- 128.* International Development Program (Foreign Operations Administration) (Obsolete)
- 129. Evacuation Claims (Obsolete - 1966)
- 130.* Special Inquiry - Armed Forces Security Act (Obsolete - 1951)
- 131. Admiralty Matter
- 132.* Special Inquiry - Office of Defense Mobilization (Obsolete - 1951)
- 133.* National Science Foundation Act - Applicant (Obsolete - 1963)
- 134.** Security Informants

- 135. PROSAB (Protection of Statagic Air Command Bases of U.S.A. Air Force)
- 136. American Legion Contact (Obsolete)
- 137. Criminal Informants
- 138.* Loyalty of Employees of the United Nations and Other Public International Organizations
- 139. Interception of Communications (Formerly Unauthorized Publication or Use of Communications)
- 140.* Security of Government Employees; S.G.E. - Fraud Against the Government
- 141. False Entries in Records of Interstate Carriers
- 142. Illegal Use of Railroad Pass
- 143. Interstate Transportation of Gambling Devices
- 144. Interstate Transportation of Lottery Tickets
- 145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
- 146. Interstate Transportation of Prison Made Goods
- 147. Federal Housing Administration Matters
- 148. Interstate Transportaion of Fireworks
- 149. Destruction of Aircraft or Motor Vehicles
- 150. For Administrative use of Voucher - Statistical Section (in recording harboring fugitive statistics) (Obsolete)
- 151.* (Referral cases received from CSC under P. L. 298)
 - Agency for International Development
 - Atomic Energy Commission (Civil Service Commission)
 - National Aeronautics and Space Administration
 - National Science Foundation
 - Peace Corps; Action
 - U.S. Arms Control and Disarmament Agency
 - World Health Organization
 - International Labor Organization
 - U.S. Information Agency
- 152. Switchblade Knife Act
- 153. Automobile Information Disclosure Act
- 154. Interstate Transportation of Unsafe Refrigerators
- 155.* National Aeronautics and Space Act of 1958
- 156. Welfare and Pension Plans Disclosure Act
- 157.** Extremist Matters; Civil Unrest
- 158.** Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (Obsolete - 1966)
- 159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
- 160. Federal Train Wreck Statute
- 161.* Special Inquiries for White House, Congressional Committees and Other Government Agencies
- 162. Interstate Gambling Activities
- 163.** Foreign Police Cooperation
- 164. Crime Aboard Aircraft
- 165. Interstate Transmission of Wagering Information
- 166. Interstate Transporation in Aid of Racketeering

- 167. Destruction of Interstate Property
- 168. Interstate Transportation of Wagering Paraphernalia
- 169. Hydraulic Brake Fluid Act (Obsolete - 1966)
- 170.** Extremist Informants
- 171. Motor Vehicle Seat Belt Act (Obsolete - 1965)
- 172. Sports Bribery
- 173. Public Accommodations - Civil Rights Act of 1964
- Public Facilities - Civil Rights Act of 1964
- Public Education - Civil Rights Act of 1964
- Employment - Civil Rights Act of 1964
- 174. Explosives and Incendiary Devices; Bomb Threats
(Formerly Bombing Matters; Bombing Matters - Threats)
- 175. Assaulting the President (or Vice-President) of the
United States
- 176. Antiriot Laws
- 177. Discrimination in Housing
- 178. Interstate Obscene or Harassing Telephone Calls
- 179. Extortinate Credit Transactions
- 180. Desecration of the Flag
- 181. Consumer Credit Protection Act
- 182. Illegal Gambling Business; Illegal Gambling Business -
Obstruction; Illegal Gambling Business - Forfeiture
- 183. Racketeer Influenced and Corrupt Organizations
- 184. Police Killings
- 185.** Protection of Foreign Officials and Official Guests
of the United States
- 186. Real Estate Settlement Procedures Act of 1974
- 187. Privacy Act of 1974 - Criminal
- 188. Crime Resistance
- 189. Equal Credit Opportunity Act
- 190. Freedom of Information/Privacy Act
- 191.** False Identity Matter
- 192. Hobbs Act - Financial Institutions
- 193. Hobbs Act - Commercial Institutions
- 194. Hobbs Act - Corruption of Public Officials
- 195. Hobbs Act - Labor Related
- 196. Fraud by Wire
- 197. Civil Actions; Claims Against the Government(FBI)
- 198. Crime on Indian Reservation

File classifications noted as obsolete are not currently opened as new cases. Year that classification became obsolete is also shown.

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, DC 20408



July 26, 1976

Mr. Edward Dolan, Director
Information Systems Staff
Office of Management and Finance
Department of Justice
Washington, DC 20530

Archival Authorization

Dear Mr. Dolan:

The enclosed Standard Form 115 (Disposition Job No. NCI-65-76-4), covering records of the Federal Bureau of Investigation, has been approved by the Archivist of the United States.

As you are aware, Senate Resolution 21 provided that records of this nature were not to be destroyed during the conduct of a Congressional investigation of government operations with respect to intelligence activities. Although the investigation has been completed and the committee report issued, we have been informed that the Senate Select Committee on Intelligence has extended for six months the moratorium on destruction of records covered by Senate Resolution 21. You may wish to contact the Select Committee if you have any questions about this matter.

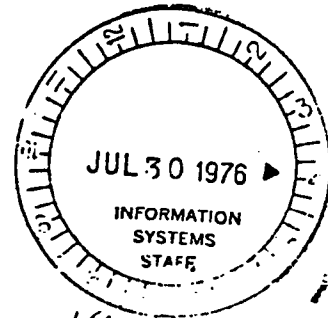
Sincerely,

G. N. Scaboo

G. N. SCABOO
Acting Assistant Archivist
for Federal Records Centers

Enclosure

EX-110



7

REC-21

66-19087-71

~~ENCLOSURE~~

23 AUG 13 1976



AUG 20 1976

F-5 12

Keep Freedom in Your Future With U.S. Savings Bonds

4 galleys

(See instructions on reverse)

JOB NO.

NCI - 65-76-4

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

DATE RECEIVED

MAY 27 1976

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

William L. Bailey

5. TEL. EXT.

1840

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-10-76 *James E. Chiel*
Date 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 1 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

5/26/76

D. SIGNATURE OF AGENCY REPRESENTATIVE

William L. Bailey /ffz

E. TITLE

Section Chief

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1. Enclosures, attachments, and exhibits to case files maintained at Federal Bureau of Investigation Headquarters, which are determined to possess no administrative value and the disposal of which would not impair or deter future operations. The contents date from the early 20th century and include literature, original evidence, photographs, latent fingerprints, and other miscellaneous items which will be judged on individual worth.

Destroy when 20 years old or when administrative needs have been met, whichever is earlier.

2. Books, political pamphlets, propaganda leaflets, and intelligence reports received from sources outside the agency, incorporated into the Federal Bureau of Investigation classified central file, and used as reference sources for study of foreign and domestic propaganda, travel, and political activities. Material dates from the late 19th century and no longer serves a reference purpose. Originals should be available from outside sources.

Destroy when 20 years old or when administrative needs have been met, whichever is earlier.

66-19087-71

115-107

ENCLOSURE

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

APPRAISAL REPORT
Disposal Job No. NCI-65-76-4

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Henry J. Wolfinger 7 June '76
HENRY J. WOLFINGER Date

Approval Recommended: Carmelita S. Ryan 6/8/76
CARMELITA S. RYAN Date
Acting Director
Records Disposition Division

Approval Recommended: Jane F. Smith 6-9-76
JANE F. SMITH Date
Director
Civil Archives Division

Memorandum

Assec. Dir.	_____
Dep. AD Adm.	_____
Dep. AD Inv.	_____
Asst. Dir.:	
Adm. Serv.	_____
Ext. Affairs	_____
Fin. & Pers.	_____
Gen. Inv.	_____
Ident.	_____
Inspection	_____
Intell.	_____
Laboratory	_____
Legal Coun.	_____
Plan. & Eval.	_____
Rec. Mgnt.	_____
Spec. Inv.	_____
Training	_____
Telephone Rm.	_____
Director Sec'y	_____

TO : Mr. Jenkins

DATE: 7/19/76

FROM : A. J. Decker, Jr.

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

Handwritten initials and signatures:
 [Signature]
 [Signature]

PURPOSE:

The purpose of this memorandum is to request Archival authorization for destruction of inspection reports over two years-old or when administrative needs have been served.

CURRENT BUREAU POLICY:

The current policy of retaining indefinitely all inspection summaries and related administrative memoranda to conform with the Records Retention Plan prepared by the National Archives and Records Service (NARS) precludes destruction of these records.

DETAILS:

In 1958 and 1973 (66-818-4545, 4806, and 5333), various proposals were submitted and approved to destroy inspection data. The most recent, P. F. O'Connell memorandum to Mr. Marshall, dated 4/2/73, approved destruction after three years of all FBIHQ divisional and field office inspection reports and all inspection summaries over five years old. This proposal was not placed into effect in recognition of the Records Retention Plan prepared by NARS.

The Records Retention Plan was prepared in accordance with authority contained in the Federal Records Act of 1950 which requires preservation of records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.

66-19087

Enclosures *Sent 7-26-76*

- 1 - Mr. Adams
- 1 - Mr. Bassett
- 1 - Mr. Jenkins
- 1 - Mr. Mintz

CMG:chs

(9)

CONTINUED - OVER

ST-100

REC-52 66-19087-70

14 JUL 30 1976



5 AUG 10 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Handwritten: ASD/WB
FBI/DOJ

Memorandum to Mr. Jenkins
 ARCHIVAL AUTHORIZATION FOR
 DESTRUCTION OF BUREAU RECORDS

Regarding inspection material, NARS' preliminary draft noted retention of ".....summary reports of inspections of operations, management, and systems at the field and headquarters division level, with related papers showing their inception, scope, procedure, and results". Inspection material was similarly described in the final, approved plan. The Code of Federal Regulations, Title 41, Chapter 101, Subpart 101-11.4, section 03, subsection 4, requires annual review of the Records Retention Plan to recommend necessary changes to NARS.

Due to the space problem created by the retention of all inspection material, it may now be beneficial to approach NARS with the concept of retaining only the inspection summaries which incorporate the substance of the various aspects of the inspections. Inspection reports or the related administrative memoranda, which offer guidance for forthcoming inspections but lose their value thereafter, would be retained for a period of two years or whenever administrative value had subsided.

It should be noted that restrictions on destruction prolonged by letter dated 6/21/76, from Chairman Daniel K. Inouye, Senate Select Committee on Intelligence, would continue to be observed, as would matters involved in litigation.

Archival approval will be required for destruction of records included in our Records Retention Plan. The appropriate number of copies of Standard Form 115 describing this material is attached for submission to the Department.

RECOMMENDATION:

That, if approved, the attached letter and enclosures be forwarded to the Department for action by NARS.

JA WLOB

APPROVED:

Assoc. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____
 Asst. Dir.: _____
 Adm. Serv. _____

Inspection _____
 Intell. _____
 Ext. Affairs _____
 Fin. & Pers. _____
 Gen. Inv. _____
 Ident. _____

Laboratory _____
 Legal Coun. _____
 Plan. & Eval. _____
 Rec. Mgmt. _____
 Spec. Inv. _____
 Training _____

TR
JCF

Assistant Attorney General
for Administration

July 20, 1976

Director, FBI

ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS

Attached hereto is the required number of copies
of Standard Form 115 requesting authority to destroy records
which have no further value at this time.

It is requested that this form be forwarded to the
National Archives and Records Service, General Services
Administration, for appropriate action.

Enclosures (4)

66-19087

1 - Mr. Adams
1 - Mr. Bassett
1 - Mr. Jenkins
1 - Mr. Mintz
CMG:chs

NOTE: Based on Decker to Jenkins memo dated 7/19/76, captioned
as above, CMG:chs.

66-19087-70

ENCLOSURE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM AGENCY OR ESTABLISHMENT

Department of Justice

2. MAJOR DIVISION

Federal Bureau of Investigation

3. MINOR DIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

William L. Bailey

5. TEL EXT

4870

LEAVE BLANK

JOB NO

DATE RECEIVED

NOTIFICATION TO AGENCY

In compliance with the provisions of 28 CFR 17.103, the agency is required to provide a copy of this request, including attachments, to the National Archives and Records Administration for review and comment.

Date _____

United States of America

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.

A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7/16/76	<i>William L. Bailey</i>	Section Chief

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
-1.	<p>Administrative memoranda in headquarters divisional and field office inspection files maintained at Federal Bureau of Investigation Headquarters. The substance of all administrative material relating to the various aspects of the inspection is incorporated into final summary form which will be retained indefinitely. The summary is prepared to uniformly record the results of the inspection; i.e.; physical condition and maintenance, investigative operations, special divisional operations, administrative operations, and personnel matters; (To propose revision of "Part I, Retention Plan For Records Of The Federal Bureau of Investigation, Department of Justice", page 2, item 2d (preliminary draft), to delete "...with related papers..." as applied to the summary reports on inspections.)</p> <p>Related administrative memoranda will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is less.</p>		

115-107

66-19087-70

ENCLOSURE

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

Assistant Attorney General
for Administration

July 20, 1976

Director, FBI

**ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS**

Attached hereto is the required number of copies
of Standard Form 115 requesting authority to destroy records
which have no further value at this time.

It is requested that this form be forwarded to the
National Archives and Records Service, General Services
Administration, for appropriate action.

Enclosures (4)

MAILED 6
JUL 26 1976

- FBI 66-19087
- 1 - Mr. Adams
- 1 - Mr. Bassett
- 1 - Mr. Jenkins
- 1 - Mr. Mintz
- CMG:chs
- (9) chs

NOTE: Based on Decker to Jenkins memo dated 7/19/76, captioned
as above, CMG:chs.

REC-64 66-19087-69

EX-106

21 JUL 28 1976

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Adm. Serv. _____
- Ext. Affairs _____
- Fin. & Pers. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Legal Coun. _____
- Plan. & Eval. _____
- Rec. Mgnt. _____
- Spec. Inv. _____
- Training _____
- Off. Sec'y _____

ENCLOSURE

APPROVED: _____

Assoc. Dir. _____	Inspection _____	Laboratory _____
Dep. AD Adm. _____	Intell. _____	Legal Coun. _____
Dep. AD Inv. _____	Ext. Affairs _____	Plan. & Eval. _____
Asst. Dir. _____	Fin. & Pers. _____	Rec. Mgnt. _____
Adm. Serv. _____	Gen. Inv. _____	Spec. Inv. _____
	Ident. _____	Training _____

JUL 20 15 18 1976

COMMUNICATIONS SECTION

FBI

1200H

MAIL ROOM 26 AUG 09 1976

TELETYPE UNIT

FBI/DOJ

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

1. FROM: AGENCY OR ESTABLISHMENT
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
William L. Bailey

5. TEL. EXT.
4870

JOB NO.

DATE RECEIVED

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3503, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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.

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

C. DATE 7/16/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Bailey</i>	E. TITLE Section Chief
---------------------------	---	----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Administrative memoranda in headquarters divisional and field office inspection files maintained at Federal Bureau of Investigation Headquarters. The substance of all administrative material relating to the various aspects of the inspection is incorporated into final summary form which will be retained indefinitely. The summary is prepared to uniformly record the results of the inspection; i.e.; physical condition and maintenance, investigative operations, special divisional operations, administrative operations, and personnel matters; (To propose revision of "Part I, Retention Plan For Records Of The Federal Bureau of Investigation, Department of Justice", page 2, item 2d (preliminary draft), to delete "...with related papers..." as applied to the summary reports on inspections.)</p> <p>Related administrative memoranda will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is less.</p>		

115-107

66-14077-64
ENCLOSURE

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

Memorandum

Asst. Dir.:	_____
Dep. AD Adm.	_____
Dep. AD Inv.	_____
Asst. Dir.:	_____
Admin.	_____
Comp. Syst.	_____
Ext. Affairs	_____
Files & Com.	_____
Gen. Inv.	_____
Ident.	_____
Inspection	_____
Intell.	_____
Laboratory	_____
Legal Coun.	_____
Plan. & Eval.	_____
Spec. Inv.	_____
Training	_____
Telephone Rm.	_____
Director Sec'y	_____

TO : Mr. McDermott *SM/B*

DATE: 4/9/76

FROM : W. L. Bailey *WLB*

SUBJECT: DESTRUCTION OF BUREAU RECORDS

*Jack
He will
manage
Quantico*

PURPOSE:

Bureau Records

The purpose of this memorandum is to request Archival authorization for destruction of individual enclosures, attachments and exhibits to Bureau files including publications which have been incorporated into our record system and no longer serve a useful purpose.

Clarify situation, Quantico, J. Leavitt, will review publications week 4/16-30/76. If material he wishes to retain at Quantico cannot be

SYNOPSIS:

The files system of the Records Management Division includes an endless number of enclosures to files and publications which appear to be of no value. Procurement of Archival authorization and subsequent destruction of this material would result in a meaningful recovery of file space.

CURRENT BUREAU POLICY:

Archival authorization is necessary for the destruction of record material.

RECOMMENDATIONS:

1. That destruction of the record material described in this memorandum be approved.

*66-3286
UNRECORDED COPY FILED IN*

Enclosure
1-Mr. Leavitt
66-3286
CMG:dgc
(7)

EX-1047
REC 80

66-1902766

CONTINUED OVER

5 APR 27 1976

*XEROX
APR 28 1976
VS*

RECORDS SYSTEMS

Memorandum to Mr. McDermott
DESTRUCTION OF BUREAU RECORDS

2. That, if approved, the attached letter be forwarded to the Department enclosing the appropriate number of copies of Standard Form 115 to be transferred to the National Archives and Records Service for appropriate action.

3. That any resultant action be held in abeyance until termination of the current moratorium on destruction of record material.

JCF

JA
RUS
FM
LTS
ECP/JEU

APPROVED: *[Signature]*
Assoc. Dir. *[Signature]*
Dep. AD Adm. *[Signature]*
Dep. AD Inv. *[Signature]*
Asst. Dir.:
Admin. *[Signature]*

Comp. Syst. _____
Ext. Affairs. _____
Gen. Inv. _____
Ident. _____
Inspection _____
Intell. *[Signature]*

Laboratory _____
Legal Coun. *[Signature]*
Plan. & Eval. _____
Rec. Mgmt. *[Signature]*
Spec. Inv. _____
Training _____

[Signature] (WCB)

Memorandum to Mr. McDermott
DESTRUCTION OF BUREAU RECORDS

DETAILS:

In order to eliminate material which no longer serves an administrative need and to recover space in our file area, destruction of countless enclosures, attachments and exhibits to case files should be considered. The bulk of this material is never accessed, is outdated, is generally irrelevant, and would not impair future Bureau operations. Striking examples include enclosures to criminal investigations which have been microfilmed after 10 years of inactivity; outdated evidentiary material (toys, medicine, tools, wearing apparel, shoes, literature) dated from 1921; latent fingerprints; photographs; photostatic copies of checks; newspaper clippings; and other miscellaneous items. This material contains little or no indexing. As a precautionary measure, individual enclosures to files would be directed to the substantive division for review and determination of final disposition.

Destruction of publications filed in the Numerical Section (as opposed to Alphabetical) of the Publications sub-unit of the Filing Unit would be an additional source of space recovery. The material occupies 30 legal-size cabinets, is dated from 1879 and is infrequently accessed. A preliminary review of this material by the Central Research Unit of the Intelligence Division disclosed that only a minimal number of publications are worthy of retention. The bulk of these records are copies of military and foreign intelligence documents, many of which are classified. Included are military daily and weekly intelligence summaries; studies on Soviet propaganda and espionage; Communist Party history; foreign propaganda, travel and political activities; and foreign and domestic intelligence reports. Studies emanating from the Federal Bureau of Investigation and those documents so designated by the Intelligence Division would be retained.

Approximately seven legal-size cabinets of material filed in the Alphabetical Section of the Publications sub-unit have now exceeded the specified retention periods designated by the Domestic Intelligence Division in 1971. These items, along with extra copies, "Daily Worker" and "Political Affairs" editions over 10 years old, and 76 reels of microfilmed copies of the "Daily Worker" dated 1/13/24 - 9/27/54 would also be destroyed.

April 16, 1976

Assistant Attorney General
for Administration

Director, FBI
EX-1047

REC 80

66-19087-66

**ARCHIVAL AUTHORIZATION FOR
DESTRUCTION OF BUREAU RECORDS**

Attached hereto is the required number of copies of Standard Form 115 to request authority to destroy records which possess insufficient value to warrant further retention.

It is requested that this form be forwarded to the National Archives and Records Service, General Services Administration, for appropriate action.

Enclosures (4)

66-19087

CMG:dgc

(6) *only edge*

NOTE: Based on W. L. Bailey memorandum to Mr. McDermott dated 4/9/76, captioned "Destruction of Bureau Records" CMG:dgc.

APPROVED: <i>[Signature]</i>	Comp. Syst. _____
Assoc. Dir. _____	Ext. Affairs _____
Dep. AD Adm. _____	Gen. Inv. _____
Dep. AD Inv. _____	Ident. _____
Asst. Dir.: _____	Inspection _____
Admin. _____	Intell. <i>W.L.H.E.D.</i>

Laboratory _____
Legal Coun. _____
Plan. & Eval. _____
Rec. Mgnt. <i>[Signature]</i>
Spec. Inv. _____
Training _____

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.: _____
- Admin. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. *[Signature]*
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

MAILED 10
APR 16 1976
FBI

57 MAY 1 1976 1170

MAIL ROOM TELETYPE UNIT

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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

1. FROM AGENCY OR ESTABLISHMENT
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
William L. Bailey

5. TEL. EXT.
4870

LEAVE BLANK

JOB NO.

DATE RECEIVED

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

Date _____ 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 1 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: **4/9/76**

D. SIGNATURE OF AGENCY REPRESENTATIVE: *William L. Bailey*

E. TITLE: **Section Chief**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Enclosures, attachments and exhibits to case files maintained at Federal Bureau of Investigation Headquarters, which are determined to possess no administrative value and their disposal would not impair or deter future operations. The contents are dated from 1921 and include literature, original evidence, photographs, latent fingerprints and other miscellaneous items which will be judged on individual worth.		
2.	Copies of intelligence studies on foreign and domestic propaganda, travel and political activities emanating from foreign and military sources and incorporated into Federal Bureau of Investigation record system. Material is dated from 1879, no longer serves a reference purpose and originals should be available at the source.		

115-107

ENCLOSURE
66-19057

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

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, DC 20408



April 6, 1976

Mr. Edward Dolan, Director
Information Systems Staff
Office of Management and Finance
Department of Justice
Washington, DC 20530

Handwritten initials

Dear Mr. Dolan:

The enclosed Standard Form 115 (Disposition Job No. NC1-65-76-3), covering records of the Federal Bureau of Investigation, has been approved by the Archivist of the United States.

We have been advised by the Congress that under the provision of Senate Resolution 21 records of this nature are not to be destroyed. You should note carefully the final paragraph of the attached information copy of the notification.

Sincerely,

Walter W. Stender
WALTER W. STENDER
Assistant Archivist for
Federal Records Centers

EX-115

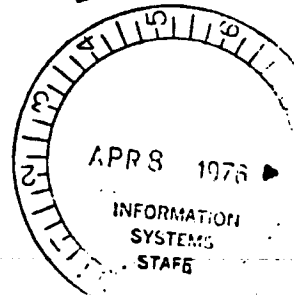
REC-83

66-191-65

APR 23 1976

Enclosures

RECORDS SYSTEMS



3 ENCLOSURE?
ENCLOSURE ATTACHED



Keep Freedom in Your Future With U.S. Savings Bonds

56 MAY 03 1976

United States Senate
Office of the Majority Leader
Washington, D.C. 20510

February 7, 1975

app

<i>R. G. ...</i>	<i>Rec. Dist. ...</i>
<i>P. C. ...</i>	<i>...</i>
REPLY DUE:	

Honorable Arthur F. Sampson
Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Sampson:

As you may be aware, the Senate is to conduct an investigation and study of government operations with respect to intelligence activities. The scope of the investigation is set out in S. Res. 21, a copy of which has been enclosed for your information.

We are writing to request that you not destroy, remove from your possession or control, or otherwise dispose or permit the disposal of any records or documents which might have a bearing on the subjects under investigation, including but not limited to all records or documents pertaining in any way to the matters set out in section 2 of S. Res. 21.

Additionally, we shall appreciate your cooperation in requesting the National Archives and Records Service to be alert to the provisions of the Resolution and not destroy records to which it applies, regardless of their age or the agency from which the destruction request is received.

Sincerely yours,

Hugh Scott
HUGH SCOTT, REPUBLICAN LEADER

Mike Mansfield
MIKE MANSFIELD, MAJORITY LEADER

Enclosure

REC'D
FEB 12 1975
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**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

William L. Bailey

5. TEL. EXT.

4870

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>MAR 25 1976</u>	JOB NO. <u>NC1 - 65-76 - 3</u>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3302a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>4-1-76</u> (Date)	<u>James P. O'Heill</u> Archivist of the United States

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.

3-4-76

Date

William L. Bailey
(Signature of Agency Representative)

Section Chief

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Closed files of the Federal Bureau of Investigation Field Division containing investigative reports, inter- and intra-office communications, related evidence, notes, photographs, documents and correspondence prepared, collected or received during the course of public business in accordance with the FBI investigative mandate.</p> <p>The originals, duplicates or summarizations of substance from closed files are contained in the permanent files of the Federal Bureau of Investigation Headquarters until further disposition is made in accordance with authority contained in the Records Control Schedule. (This is an extension and broadening of disposal schedule #346-S237, approved 3/5/46, to cover changes in reporting requirements wherein only data of substance is forwarded to Headquarters and other related material no longer serves a useful purpose.)</p> <p><u>RETENTION</u></p> <p>Destroy 10 years after date of case closing or when administrative needs have been met, whichever is earlier.</p>		

APPRAISAL REPORT
Disposal Job No. NCI-65-76-3

Approved for Disposal:

The item for which disposal is requested is disposable because it does not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Henry J. Wolfinger 26 4/2/76
HENRY J. WOLFINGER Date

Approval Recommended: (signed) THOMAS W. WADLOW 3/31/76
THOMAS W. WADLOW Date
Director
Records Disposition Division

Approval Recommended: Jane F. Smith 3-31-76
JANE F. SMITH Date
Director
Civil Archives Division