UNITED STATES GOVERNMENT

1emorandum

Décker TO

FROM

ARCHIVAL AUTHORIZATION FOR SUBJECT: DESTRUCTION OF BUREAU RECORDS

DATE: 8/11/77

Public Affa Off. Taloahena Rm. Director's Secty ...

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 Divison, NARS, has contacted me and requested to review these documents to determine if they have archigal 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 NOV written approval of the Comptroller General of the United States."

66-19087 Enclosure SEE ADDENDUM LEGAL COUNSEL PAGE

Addendum Records Management Division page 5 SEE FINANCE AND PERSONNEL_DIVISION

ADDENDUM PAGE 3

(CONTINUED - OVER)

ABRIJU.S. Savings Bonds Regularly on the Payroll Savings Plan

#81/DOJ

Mr. Long

Mr. Mintz

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.

18/PS	DirectorAssec. Dir	Grim. Inv Fin. & Per: Ident Intall Laboratory.
-------	--------------------	--

APPROVED:

Legal Coun.

IF

Ser our

ADDENDUM OF FINANCE AND PERSONNEL DIVISION

1

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.

LPPRSVED:	Adm. Com.	Plan 6 F Page -
	Cim liv	7
Piccifor	rim a fall M	
Krist Hay	18.5. ———	15. (15.3)
Gor. AB All		Ti
L.z. & lu:		Function 2.15.

See over

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

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.

get

ABD	20	U£	n .	

Director

Assoc. Dir.
Dep. AD Area. M. D. Christi.
Dep. AD Inv. A. Zantabo:atory

Legal Go: Flan, & V.p. Res. Man. Spec. Inv.

Public Affa. Bif.___

· (2)

-4-

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.

APPROVEDS	Adm. Serv.	Legal Coun.
Director	Fin. & Fers	Pian. & insp.
Assas. Dir	Lient	Space Instrument
Cop. Ab Adm	Intell.	Tech. Servs
Dep. AD inv	Laboratory	Training
•		Public Atts. Off.

W. C. H.

UNITED STATES GOV UNMENT emorandum

Mr. Decker

SUBJECT:

ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS DATE: 7/20/77

Des. AD Inv.

Public Affa. Off... Director's Sec'y _

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 CANNON of the schedule were forwarded to Howard W. Connor, 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 any particular records.... with respect to the disposal of والأستنطاع

CMG:evp

CONTINUED OVER

17 AUG 15 1977

yy U.S. Savings Bonds Regularly on the Payroll Savings Plan RECO

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:

JC241

None. For record purposes.

APPROVEDI	prim. Inv.	Plan. & IGED Rec. Night
Director Assoc. Dir. Dap. AD Adm.	Fin. & fors	Tech. Scrys. Training Public Affs. Off.

, wh

(41 CFR) 161-11.6 UNITED STATES GOVERNMENT Dep. AD Inv. Asst Diret Adm. San emorandun Com. Inv. Fin. & Pers. I dant. DATE: Intell. 9/19/7/ Mr. Decker Legal C FROM Public Affa Off. 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: For record purposes. Legal Coun. Plan. & Insp. 751 Crim. Inv. Fin. & Fers. Kares, Eld Epan. Inv. L'en AD ANALON Tall. Livs Iriall. Dep. AD Int. 1. frien. Laboratory PLANS Alis. CO

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

UNITED STATES GOVERNMENT

Memorandum

TO

Mr. Decker

FROM

J. W. We

SUBJECT:

ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

Hodring:

Dap. AD Inv. AP
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Inteli.
Loberstery
Legal Coun.
Plan. & Insp.
Rec. Mant.
Spec. Inv.
Tach. Serve.
Training
Public Affs. Off.
Public Affs. Off.
Public Affs. Off.
Director's Sec'y
Director's Sec'y

4

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.

123REC-46 66-19087

RECOMMENDATION:

None. For record purposes.

RO SEP 16 1977

= . c 0)	APPROVED:	Adm. Serv	Legal Coun. Flan. & Inco Rea. Myst. Spac. Inv.	
Sóclosure 66-19087	Asses Gir	Intell	Tech. Servs	BICUPARTO
CMG:mk (4) 6	7			4

5 SEP 2 6 1977 Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

and a second	(See Instructions	n roversel	والمتعدد بياريس	<u>)</u>	
	(Sea manacaous of	i levelse)	• JOB NC	•	•
			NC1	65 7.7	11
	AL SERVICES ADMINISTRATION ARCHIVES AND RECORDS SERVICE		08 DATE RECEIVE	FN.	
1. FROM (AGE	NCY OR ESTABLISHMENT)	-	· Date incocks	24 AUG 197	7
Depar	tment of Justice			NOTIFICATION TO AG	ENCY
2. MAJOR SUB			In accordance wil	h the provisions of 44 iJ S (33034 the disposal re
3. MINOR SUB	•	•	be stamped "dis	amendments, is approved by "w	itedrawn in column 10
	ds Management Divisers	5. TEL.	EXT.		
	Section of the section of		8-31-7	1 Januar	Kloads
James	W. Ave		35 Date	Archivist of t	he United States
	e of agency representative: certify that I am authorized to a				
⊠ B	Request for disposal a retention.		period of time or	request for p	permanent
C. DATE	SIGNATURE OF AGENCY REPRES	SENTATIVE E.	TITLE	•	
. /2 6 /25	C.F.	(dure)		.	
5/16/77	formes W.		Section_Chi	er 9.	
ITEM NO.	(With Inc	I. DESCRIPTION OF ITEM clusive Dates or Retention Pi	eriods)	SAMPLE C	OR ACTION TAKE
-1.	This is an amendment for Federal Bureau files to provide Naprocedures associate Authority to dispos	of Investigat ARS with curre ted with this se of records	ion Field Offi ent destruction schedule. after 10 years	ce	5-76-3
	has been reevaluate period for criminal	ed and a 5-year	r retention		
•	being delegated to	field offices	ons only is		
	Destroy criminal c	lassifications	5 years after		
•	date of case closis	ng or when adm	ninistrative		. If
	heeds have been me	t, whichever i	s earlier.		,
•					
_		. "			
•					
••	•				
			anne e a comercia de la maioria de la comercia del comercia del la c		
	· ·				
من المعالم المارية .	/	Z.e.		7	
		1-1-61	7 45	<u></u>	
115-107		06-170	8/-0		RD FORM 115 April, 1975
٠.	•	ENCLO!	SURE	 Prescribe 	ed by General Servi
مان المؤامر كالإس	grand and the second	ENCLO.	- · ·		1 CFR) 101-11.4

en den de de la companya de la comp La companya de la companya del la companya de la companya de la companya de la companya del la com

1

THE PERSON NAMED IN THE

Special approximation of the second section of the section of the second section of the section of the second section of the section

يلاقه يكتون الراسي	ar galampir area engin nana ni ari ila il	- -₹₩		والرباة أدمان فعاربانها		الماء والاستهجاء ومعدد بالأبراضي	
		SECTION 1 - AFT	PROVED FOR DI	SPOSAL		VOT LABOUR ST	1516117
	DISPOSAL ANIMORITY I OF HISTORICAL OR CT NT ROTENTION BY THE			TATION, OR TH	E PROTECTION O	AUGIVIQAI*	LRIGHTS
		-			•		
liem 1							
NEPAL ACCOUNTING	OFFICE CONCURPENCE			SEF. COM	ENTS OR ATTACH	LU LETTER.	
	SECTI	ON IL APPROVE	FOR PERMANE	NT RETENTIO	5N		
EM(S) THAT IS () FER THESE RECORS	RE) APPROVED FOR PEROS TO THE NATIONAL AS	RMANENT RETENTION RCHIVES AND REGOR	FOR THE REASON DS SERVICE AS S	S INDICATED PECIFIED IN T	IN SECTION VII HE SCHEDULE.	THE AGEN	TA WIFF
Not an	plicable		٠ جين سر.				
		PROVED FOR DISE	TABEL DISPOSTEL	E RECAUSE THE	RETAINED MILE	DEORM IS AN	ADEQUATE
HSTITUTE FOR TH	E ORIGINAL RECORDS.	THE AGENCY CERT!	FIES COMPLIANCE	WITH THE STA	NDARUS SET FOR	TH IN FEMR	. -
Not ar	plicable			2000452			
15115) THAT IS !	ARE) NOT APPROVED FO	3 DIESECTI 15 Tal	ISPOSAL NOT A	ELCY WILL BES	SUBMIT THIS (TH	FLF) ITEM(S) WHEY
JEFICIENT INFORM OT RESUBMITTED W	ATION IS AVAILABLE T VITHIN SIX MONTHS NAR	O DETERMINE THE Y	NALUE OF THESE P	ECORDS FOR AG	SENCY AND ARCHI	VAL PURPOSE	S. IF-
Not a	pplicable						
	ANALY BEEN MITTIES		WARGHTIW - V W	N			
TEM(S) THAT HAS	(HAVE) BEEN WITHORA			N			
	(HAVE) BEEN WITHORAA			N			
	pplicable	VI AT THE REWEST	OF THE AGENCY.	•	14 2017 196477	2, 25,	/977
Not a	pplicable RAISER	SECTION VINTA	OF THE AGENCY.	•		(/977
Not a	pplicable	SECTION VINTA	OF THE AGENCY.	•	196,77	(77
Not &	pplicable RAISER	SECTION VINTA	OF THE AGENCY.	•	196,77	/30/	/ 5 77
Not a	pplicable RAISER	SECTION VINTA	OF THE AGENCY.	•	DAT DAT	30/	77
Not a	pplicable RAISER	SECTION VINTA	OF THE AGENCY.	•	DAT DAT	30/	77
Not a	pplicable RAISER	SECTION VINTA	OF THE AGENCY.	•	2962777 G DAT F DAS	30/	7977
Not a	pplicable RAISER With	SECTION DIV. A.	OF THE AGENCY.	CURRENCES	DAT DAT	30/	77
Not a	pplicable RAISER With	SECTION VINTA	OF THE AGENCY.	CURRENCES	DAT DAT	30/	77
Not a IGNATURE OF APPI	pplicable RAISER With	SECTION VII - APP	PPROVAL/CONG	AMENDATION uest previ	DAT DAT DAT OUSly have	E E been and	777
Not a IGNATURE OF APPI	pplicable RAISER With DIRECTOT RECORVS DI	SECTION VII - APP	PPROVAL/CONG	AMENDATION uest previ	DAT DAT DAT OUSly have	E E been and	7-7
Not a IGNATURE OF APPI	pplicable RAISER With DIRECTOT RECORVS DI	SECTION VII - APP	PPROVAL/CONG	AMENDATION uest previ	DAT DAT DAT OUSly have	E E been and	7-7
Not a IGNATURE OF APPI	pplicable RAISER With DIRECTOT RECORVS DI	SECTION VII - APP	PPROVAL/CONG	AMENDATION uest previ	DAT DAT DAT OUSly have	E E been and	7977
Not a IGNATURE OF APPI	pplicable RAISER With DIRECTOT RECORVS DI	SECTION VII-APP CORDS COVERED CORDS COVERED CORDS COVERED CONTROL UNDER 1	RAISER'S RECOME THE AGENCY. PPROVAL/CONG TY. ON THE AGENCY.	AMENDATION uest previon Plan Nos. 346-S23	DAT DAT DAT OUSly have	E E been and	7 7
Not a IGNATURE OF APPI	pplicable RAISER With DIRECTOT RECORVS DI	SECTION VII-APP CORDS COVERED CORDS COVERED CORDS COVERED CONTROL UNDER 1	PPROVAL/CONG	AMENDATION uest previon Plan Nos. 346-S23	DAT DAT DAT OUSly have	E E been and	7-7

UNITED STATES GOVERNMENT

Memorandum

TO Mr. Decker

ARCHIVAL AUTHORIZATION FOR

SUBJECT: DESTRUCTION OF -BUREAU RECORDS

Dep. AD Ad-Des. 'AD Inv. Assa Dir.i Fin. & Pore intell. Public Affa Off. Telephone Ro. Director's Sec'y _

7/11/77

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.

1.6.1254 REC-36 That the attached letter and enclosures be forwarded RECOMMENDATION: the Department for subsequent action by NARS. 7-12-71

23 JUL 19 1977 W

66-19087	
Enclosures	
例 1 - Mr. Long	1.7
1 - Mr. Mint	z/
CMG; evp (6)	0.5
111 5 1077	. / ^

APPROVED	Acm. Serv
	- Crist, Inc.
Director	Fills 64 7 81 51
Attack (dt. Co)	(- 184
Cop. AD Acts ALU	JV
Bes. AD Inc.	Leboratory
2491 NO 101	_ LEG187y
	**

Legal C	078	· •4
Finn 4	In:p.a	-
Rate les	rai.	TIMUL
Sec.	:	
1.	J:/a	
Teribud,	<u>; ——</u>	
D. Miss		

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

Assistant Attorney General for Administration

July 11, 1377

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
7/11/77, captioned as above.

Jun 1	APPROVEDS Director Assoc. Cir. Ecp. AD Adm. MCO Dep. AD Inv.	Grim. Inv	igal Coun. Jan. & Insp. Jan. & Insp. Jan. Mgnl. Jan. Sur. Jan	J. J. 57
Assoc, Dir.	JAE	<u> 61-126</u>	REC-36 66	12000
Dep. AD inv	MAILED JA	. ILR XER	23 JU	UL 19 1977
Ident. Intell. Leberatory Legal Court. Plan. & Map.	JUL 1 2/1977	JUL 21 197		(yel)
Rec Mgm			·	(·
Public Affa. Off	TELETYPE UNIT	ו	,	FB1/00J

- 57 1 5-97 NI GENT FILED IN 26-2 1 46

	(See Instructions on reverse)		JOE NO.	1	
			4	• .	
GENERAL	SERVICES ADMINISTRATION. RCHIVES AND RECORDS SERVICE, WASHINGTON, I	DC 20408	DATE RECEIVED		
	OR ESTABLISHMENT)	• • •	DATE HESENGS		· · · · · · · · · · · · · · · · · · ·
Depar	tment of Justice			TION TO AGENC	,
AJOR SUBDIV	ISION	_	th accordance with the priving quest, including amendments	. ic annr20 #8682011	Ot Hight man mark 1
Feder	al Bureau of Investigation		be stamped "disposal not a	pproved withdray	in column 10
Recor	ds Management Division	S. TEL. EXT.	-	(D)	N. 64 1.0
AME OF PERS	SON WITH WHOM TO CONFER	3. TEL. EAT.			
James	S. W. AWE	4185	Date	Archivist of the 1	naed Mates
B R	equest for disposal after a spectation. B. SNIATURE OF AGENCY REPRESENTATIVE	E TITLE		est for par	manent
/8/77	Lower W. Gare		cion Chief	9. SAMPLE OR	10. ACTION TAKEN
ITEM NO.	(With Inclusive Dates or R	etention Periods)	•	JOB NO	ACTION TAKEN
	Original and microfilmed modumentation covering pay from appropriated funds in official investigations perfederal Bureau of Investigation period will satisfied and auditing require of the documents can be repermanent ledgers in the is required in the future are dated from 1916, encorated and cubic feet of records mately 18 cubic feet of records.	ment of expendent of connection of connection of construct event that the documents approper and produced annects and produced annects and produced annects and annects annects and annects an	xpenses on with y the he proposed istrative the substance ed from this data uments oximately uce approxi- ually.		1133
	on 5/17/54 to delete the which would require an exin excess of \$75,000.) Destroy 6 years and 3 mon of the fiscal year covered tive needs have been serv	microfilmi penditure ths from the dor whene	ng process of funds he end ver administr	a -	
BAK.	which would require an ex in excess of \$75,000.)	microfilmi penditure ths from the dor whene	ng process of funds he end ver administr	- C 1 14	

UNITED STATES GOVERNMENT

Memorandum

TO Mr. Decker

SUBJECT: ARCHIVAL AUTHORIZATION FOR

DESTRUCTION OF BUREAU RECORDS

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.

ST-126" REC-45. 66 - 1908

DATE:

66-19087 Enclosures (2) 22 JUN 24 1977

l - Mr. DeBruler 1 - Mr. Mintz

CONTINUED OVER Savings Bonds Regularly on the Payroll Savings Plan

Fin. & Para Intell. Tock Sarva Training Public Affa. OfL_ Telephone Rm.

Dep. AD Inv.

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:	Adm. Sarv	Logal Gozn W CA
Director	fin & vers	Ros. Kint. History Spen. Int. Tech. Serva. Truining
		Public Affe. C'1

NC1-65-76-6 NATIONAL ASCRIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM NACENCY ON ESTRUCESMENT) Pepaltment of Justice 2. MAJOR SOBON-BON Records Management Division Records Ma	•	(See Instructions	s on reverse)	· Promise state and	ON GOL	VE 'GEMINN'	
Department of Justice Learner Subbassion Milliam T. Bailey Learner Accords 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 disposal after a specified period of time or request for permanent retention. C. DATE D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRESENTATIVE D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRESENTATIVE D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRESENTATIVE D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. D. SCHMULTER OF ACENCY REPRESENTATIVE L. D. SCHMULTER OF ACENCY REPRE	6 - 35		· · · · · · · · · · · · · · · · · · ·		NC1-65	5-76-6	~,
Department of Justice 1. MADA SUBDIVISION PEGeral Bureau of Investigation 1. MANNE OF PERSON WITH WHOM TO CONFER William L. Bailey 4. 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	NATIONAL	ARCHIVES AND RECORDS SER	ATION, VICE, WASHINGTON, T	DC 20408	DATE RECEIVED	1976	
In ACCOSMON-SIGN In ACCOSMON							
Amana subject of Investigation Section Chief Sample of the Joseph Sample of Joseph Samp	Deparement Subd	INT OF JUSTICE			to accordance with the provise	nes et 14 U.S.C. 330	Sa the disposal re
William L. Bailey A CERTIFICATE OF ACENCY 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 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 1. 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" Related administrative memoranda: will be retained for a period-of-2 years of whichever is loss. PERNAMENT. Offer for transfer to NARS with related summary reports who 75 years old.* Summary reports whon 75 years old.*			tigation	,	I a and including amorements	is acrea, ed es et i	ige genes mer may 1
William L. Bailey A 870 Due Garricate or Acency merresentative 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 disposal after a specified period of time or request for permanent retention. B Request for disposal after a specified period of time or request for permanent retention. C DATE O SIGNATURE OF AGENCY REPRESENTATIVE ITEM NO Representative Time Moving the Time Section Chief Administrative memoranda in headquarters divisional and field office inspection files maintained at Federal Bureau of Investigation Headquarters. The substance of all administrative meterial 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.) Related administrative memoranda: will be rectained for a period of 2 years of whichever is loce. FERMANENT. Offer for transfer to NARS with related Summary reports when 75 years 'old.**	Records	Management Divi	sion	S. TEL. EXT.	1		10-6-10
Negative for a Accession proposed for disposal in this Request of 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. A Request for disposal after a specified period of time or request for permanent retention. C. DATE	. NAME UP PE	TOUR WITH WHOM TO COMPER	•			Archard of the 1	mid 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 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 disposal after a specified period of time or request for permanent retention. B Request for disposal after a specified period of time or request for permanent retention. C DATE	William	L. Bailey	· · · · · · · · · · · · · · · · · · ·	4870	1 mil activity		
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 REPRESENTANCE B. DESCRIPTION IF ITEM Section Chief 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" Related administrative memoranda: will be retained for a period-of-2 years—Or until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	l hamabu	and it, that I am authorized	to act for this agen	ncy in matters perta	aining to the disposal	of the agency	's records;
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 REPRESENTANCE E. TITLE 1/16/76 Under J. D. BESCAPITION OF ITEM Section Chief B. DESCAPITION OF ITEM Section Chief 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". Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is less. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	that tha	records proposed for dishi	nsal in this keques	St 01 Dak	e(s) are not now need	ded for the b	usiness of
B Request for disposal after a specified period of time or request for permanent retention. C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE L. TITLE 7/16/76 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.) Related administrative memoranda: will be retained for a period-of-2 years or until administrative memoranda: will be retained for a period-of-2 years or until administrative memoranda: with related summary reports when 75 years old.*	this ager	icy or-will not be needed a	itter the retention b	eriods specified.	en e e e e e e e e e e e e e e e e e e	••••	
retention. C. DATE O. SIGNATURE OF AGENCY REPRESENTANCE ACTION TAKEN 1. 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". Related administrative memoranda: will be retained for a period of 2 years of until administrative meds have been fulfilled, whichever is less premany reports when 75 years old.*						· · · · · · · · · · · · · · · · · · ·	• • •
C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE A. DESCRIPTION OF ITEM (With Inclusive Dates of Parention Penods) 1. 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.) Related administrative memoranda: will be retained for a period-of-2 years of until administrative medos have been fulfilled, whichever is locs. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	□ B F	Request for disposa	al after a spec	cified period o	of time or reque	est for per	rmanenţ
1. 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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative memorand is perfectly administrative memorand in the related summary reports when 75 years old.*			EPRESENTATIVE	E. TITLE		• :	
1. 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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative memorand is perfectly administrative memorand in the related summary reports when 75 years old.*	7/16/76	William L	. Daile	y Socti	on Chief		
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.) Related administrative memoranda: will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is locations. FERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	7.	Mar La Ville	8. DESCRIPTION	F ITEM			
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.) Related administrative memoranda: will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is less. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	TIEM NO.			•			
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.) Related administrative memoranda: will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	- _			n headquart	ars	• •	
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.) Related administrative memoranda: will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is loss PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	1.	divisional and	field offic	e inspectio	on files		
tive 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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		lmaintained at P	ederal Bure	au of Inves	stigation :		
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative meda have been fulfilled, whichever is less permanent. Offer for transfer to NARS with related summary reports when 75 years old.*		Headquarters.	The substan	the various	acministra-	•	
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	,	of the inspecti	ion is incor	rporated in	to final	: · · · • ·	
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	••	leummary form wh	hich will be	retained :	Indetinitery	• • •	
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		The summary is	prepared to	uniformly	record	••	;
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative mode have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		the results of	the inspect	intenance.	investigative		8 :
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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is less PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*			tion and may				#
(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.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, spe	ecial divisi	ional opera	tions,	_	
Department of Justice", page 2, item 2d (preliminary draft), to delete "with related papers". as applied to the summary reports on inspections.) Related administrative memoranda: will be retained for a period of 2 years of until administrative mode have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, spe	ecial divisi operations	ional opera , and person	tions, nnel matters;		
draft), to delete "with related papers" as applied to the summary reports on inspections.) Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, speadministrative	ecial divisi operations, vision of "l	ional opera , and person Part I, Ret	tions, nnel matters; ention Plan		
Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is less PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, speadministrative (To propose revenue of Records Of	ecial divisi operations, vision of "I The Federa	ional opera , and perso Part I, Ret l Bureau of	tions, nnel matters; ention Plan Investigatio	n,	
Related administrative memoranda: will be retained for a period of 2 years of until administrative needs have been fulfilled, whichever is less. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, speadministrative (To propose referenced of Department of	ecial divisi operations, vision of "I The Federal Justice", pa	ional opera , and person Part I, Reta l Bureau of age 2, item	tions, nnel matters; ention Plan Investigatio 2d (prelimin	n,	
For a period of 2 years of until administrative needs have been fulfilled, whichever is loss. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*	•	operations, speadministrative (To propose referenced of Department of draft), to dele	ecial division operations, vision of "I The Federal Justice", partice of the control of the cont	ional opera , and perso Part I, Ret l Bureau of age 2, item h related p	tions, nnel matters; ention Plan Investigatio 2d (prelimin apers".	n, ary	
PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, speadministrative (To propose referenced of Department of draft), to delas applied to	ecial division operations, vision of "I The Federal Justice", partice of the summary	ional opera- , and person Part I, Ret- l Bureau of age 2, item h related p reports on	tions, nnel matters; ention Plan Investigatio 2d (prelimin apers". inspections.	n, ary	
PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*		operations, speadministrative (To propose referenced of Department of draft), to deleas applied to	ecial division operations, vision of "I The Federal Justice", partice with the summary strative merecial strative merecial divisions.	ional opera- , and person Part I, Ret- l Bureau of age 2, item h related p reports on moranda: wil	nnel matters; ention Plan Investigation 2d (prelimina apers". inspections.	n, ary	
summary reports when 75 years old.*		operations, speadministrative (To propose referenced of Department of draft), to deleas applied to Related administrations	ecial division operations, vision of "I The Federal Justice", partice "with the summary strative ments.	ional operational operational operations, and person leading of the second operations on the second operations on the second operations on the second operations of the second operations operations operations of the second operations of the second operations	tions, nnel matters; ention Plan Investigatio 2d (prelimin apers" inspections. the retained inistrative	n, ary	
1/ 19011-1		operations, speadministrative (To propose referenced of Department of draft), to deleas applied to Related adminition approach because because the control of the control o	ecial division operations, vision of "I The Federal Justice", partice "with the summary strative merecal division of the summary of the su	ional opera- , and person Part I, Ret- l Bureau of age 2, item h related p reports on moranda: wil r until adm , whichever	nnel matters; ention Plan Investigation 2d (preliminapers". inspections. l be retained inistrative is loss.	n, ary	
		operations, speadministrative (To propose reverse of Records Of Department of draft), to deleas applied to Related adminition a period-operation of the Related adminition approach between Permanent. Offer	operations, vision of "I The Federal Justice", partice "with the summary strative ments of the fortransfer	ional opera- , and person Part I, Ret- l Bureau of age 2, item h related p reports on moranda: will r until adm , whichever to NARS with	nnel matters; ention Plan Investigation 2d (preliminapers". inspections. l be retained inistrative is loss.	n, ary	

1

. 1

APPRAISAL REPORT ON L POSITION OF RECO	RDS	1. 64	1103 - 13 th 1 - 1
SECTION 1 · APPR	OVED FOR DISPO	OSAL.	DOL GOT PAVE THE ELECTRIC
SECTION 1 - APPR TEM(5) FOR WHICH DISPOSAL ANTHORNING IS HE LESTED. IS HAR ALUE FOR PURPOSES OF HISTORICAL OR OTHER PESCASIN, FOR A O WARRANT PERMANENT RETENTION BY THE FEDERAL COVERNMENT.	TOTAL DOCUMENTA	TICN. OR THE PROTECT!	ON OF INDIVIDUAL RIGHS
-			
Tone	·		
ENERAL ACCOUNTING OFFICE CONCURRENCE		SEE COMMENTS OR AT	ITACHED LETTER.
SECTION II - AFPROVED I	FOR PERMANENT	RETENTION	VII THE AGENCY WILL
TIMES THAT IS 4 PHE APPROVED FOR PERMANENT RETENTION. FER THESE RECORDS TO THE NATIONAL ARCHIVES AND FECORDS	FOR THE REASONS SERVICE AS SPEC	IFIED IN THE SCHEWIL	
Item 1			
SECTION III - APPROVED FOR DISPO	SAL AFTER CON	VERSION TO MICROF	ORM
SECTION III - APPROVED FOR DISPO ITEM(S) FOR VALICH DISPOSAL AUTHORITY IS RECUESTED. IS (A SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFI 101-11.504.	ARE) DISPOSABLE IES COMPLIANCE W	BECAUSE THE RETAINED	FORTH IN FFMR
Tone SECTION IV - DIS	POSAL NOT APP	ROVED	
SECTION TV - DIS ITEM(1) "THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS SUFFICIENT INFURMATION IS AVAILABLE TO GETERMINE THE VA NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE	TIME. THE AGEN	a will Ecclidated Title	S (THECE) ITEMS) WHEN ARCHIVAL PURPOSES. IF
Tene	W WITHDRAWN		
SECTION ITEM(S) THAT HAS (HAVE) BEEN WITHDRAW AT THE REGLEST C	V - WITHDRAWN		
Tone			
SIGNATURE OF APPRAISER 44	ノ		DATE Wiley 17
I/ I SECTION VI - AP		IRRENCES	IDATE /
APPROVAL DIRECTOR SECONDS DISPOSITION SIVISION	for s		15/1/77 101/E
TITE Care 7 Smith			5-5-77
CON-			DATE
CURRENCES (DATE
SECTION VII - APPR	ALCENIE BECOM	ENDATION	
COMMENTS:	AISER 3 RECOM	ERDATION	
Item 1 has been appraised and designated evidential value for documenting the Temprogram and illustrating the manner in tive operations are conducted.	hich the am	ency's investiga	tive and administra-
	66-1	19087-	
	ENCLOSURE	, - <i>U</i> .	
			GSA room 7233 (1-7-1

で、 のでは、100mmのではない。 これになるとはなるのではないのできないのできないのできないのできない。

ł

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Decker

FROM : J. W. ANOX

SUBJECT: / ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

DATE: 5/18/77

Dep. AD Adm. Dep. AD Inv. Ass. Dir.; Adm. Serv. Crim. In v. Fin. & Pers. Ident. Leberstry Legal Coun. Plen. & Insp. Spec. Inv. Treining Public Affs. Off. Talephone Rm. Directer's Sec'y ...

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	Logal Coun-	·
Director Assec. Cir Eep. AD Adm	Fin. & Pers	Space Indiana Tech. Spread	6-10.11.
Dop. AO Inv.	Laboratory	Public Affa. Cff	4 MAY 23 1977

66-19087 Enclosures

CMG:mk (4) 3

REC-103

IRED AST.

JUN 8 10 Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

F81/00

	(See Instruc	tion. In reverse)	•	ON BOL		
	· : ·		<u> </u>		· · , · · :	
O: GENERA NATIONAL	L SERVICES ADMIN ARCHIVES AND RECORDS	ISTRATION, S SERVICE, WASHINGTON	DC 20408	DATE RECEIVED		
. FRO : (AGEN	CY OR ESTABLISHMENT)		5 •			
Depar tm	ent of Justic	e		NOTIFIC	ATION TO AGENC	'r
. MAÏOR SUBD Pederal	iivision <u>Bureau of In</u>			in accordance with the bro- quest, including amendmen be stamped "disposal mat	is as accorded except.	r a dems that ma
MINOR SUBD				4		
Records NAME OF PE	Management D	ONFER	S. TEL EXT.		T 4,	•
	3	•	4185	Date	Archivist of the U	nited States
James W. CERTIFICATE	OF AGENCY REPRESENT	ATIVE.				
□ A F	Request for imme	oosal after a spe		•	uest for per	manent
5/4/77	formes	W. Chr	4	Section Chi	e£	
7. TITEM NO.	Section for the	a. DESCRIPTION (With Inclusive Dates or	OF ITEM Retention Periods)	Charles of the Control of the Contro	SAMPLE OR	ACTION TAK
		"Central Reco	_	o e		
· 1.	Description o	of content & a	rrangement c	f records	1	
		zes a Centra			-	! !
	of maintainin	ng its investi	gative, pers	onnel,		İ
	applicant. ad	ministrative,	and general	files.		
				sequence	1	
5 · ·	This System c				i	1
\$** •	This System cof subject ma	tter files, a	n alphabetic	al index		
.	This System of of subject ma to the files,	itter files, a , and a suppor	n alphabetic ting abstrac	al index		
• · ·	This System of subject ma to the files, to facilitate	ntter files, a , and a suppor e processing a	n alphabetic ting abstraction and accountab	al index		
• · ·	This System of subject ma to the files, to facilitate	itter files, a , and a suppor	n alphabetic ting abstraction and accountab	al index		
• · ·	This System of subject mate to the files, to facilitate of all import	atter files, a , and a suppor e processing a tant mail place	an alphabetic ting abstrace and accountab ced in file.	al index t system oility		
	This System of subject mate to the files, to facilitate of all import for example,	atter files, a , and a support e processing a tant mail place all informati	an alphabetic ting abstraction and accountabled in file.	al index t system dility en subject		
• • • • • • • • • • • • • • • • • • • •	This System of subject mate to the files, to facilitate of all import for example, matter or case	atter files, a , and a support e processing a tant mail place all informations is channele	an alphabetic ting abstraction and accountabled in file. ton on a give ed into one i	al index t system dility en subject		
	This System of subject mate to the files, to facilitate of all import for example, matter or cast of defent of the files.	atter files, a , and a support e processing a tant mail place all informati se is channele facilitate cor	an alphabetic ting abstraction and accountabled in file. ton on a give ed into one introl for the	al index t system dility subject lile. file and		
• • • • • • • • • • • • • • • • • • • •	This System of subject mate files, to facilitate of all import for example, matter or cast of decommodate maccommodate	atter files, a , and a support e processing a tant mail place all informati se is channele facilitate cor multiple subje	an alphabetic ting abstraction accountate and accountate and in file. Ion on a give and into one in act(s) matter	al index t system dility subject lile. file and s, a number		
	This System of subject mate files, to facilitate of all import for example, matter or cast in order to ing system is	atter files, a , and a support e processing a tant mail place all informati se is channele facilitate cor multiple subjes s used to indi	an alphabetic ting abstract and accountabled in file. Ion on a give ed into one in atrol for the ect(s) matter Icate: (a) ge	al index t system dility subject lile. file and s, a number		
	This System of subject mate files, to facilitate of all import for example, matter or cast In order to i accommodate ming system is classification.	atter files, a , and a support e processing a tant mail place all informati se is channele facilitate con multiple subje s used to indi- on and nature	an alphabetic ting abstract and accountable d in file. Ion on a give ed into one in atrol for the ect(s) matter icate: (a) ge of violation	eal index et system oility en subject file. e file and es, a number eneral en, (b) the		
	This System of subject mate files, to facilitate of all import for example, matter or cast in order to in accommodate ming system is classification individual cast	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subjects s used to indi- con and nature ase file in the	an alphabetic ting abstract and accountabled in file. Ion on a give ed into one in atrol for the ect(s) matter icate: (a) get of violation his category,	en subject lile. lile and s, a number eneral h, (b) the hand (c)		
	This System of subject mate to the files, to facilitate of all import for example, matter or cast in order to in accommodate ming system is classification individual caserialization	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to individuals ase file in the n of individuals	an alphabetic ting abstract and accountabled in file. Ion on a give ed into one in atrol for the ect(s) matter icate: (a) ge of violation al pieces of	en subject file. file and eneral file, and (c) mail in		
	This System of subject mate to the files, to facilitate of all import for example, matter or cast in order to accommodate ming system is classification individual caserialization the file.	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indice on and nature ase file in the n of individual	an alphabetic ting abstract and accountable din file. It is a given by the control for the cot(s) matter icate: (a) go of violation is category, al pieces of the number 7-	en subject sile. e file and se, a number eneral (b) the mail in -100-10		
	This System of subject mate to the files, to facilitate of all imported for example, matter or cast in drder to accommodate ming system is classification individual caserialization the file. For a piece of	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a	an alphabetic ting abstract and accountable din file. It is the first time of the first time of violation alpieces of the number 7-tes it is the	en subject sile. e file and se, a number and (c) mail in -100-10 e 10th		
	This System of subject mate to the files, to facilitate of all import for example, matter or cast in drder to accommodate ming system is classification individual caserialization the file. From a piece of mail	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a f mail indicate l in the 100th	an alphabetic ting abstract and accountable of in file. It is the file assign the file assign	en subject file. file and s, a number eneral h, (b) the hail in -100-10 e 10th hed to		
	This System of subject mate to the files, to facilitate of all imported all imported accommodate matter or cast individual caserialization the file. From a piece of mail the Kidnapping system is serialization a piece of mail the Kidnapping approach the Kidnapping approach to the Kidnapping system is serialization the file. From a piece of mail the Kidnapping system is serialization the file.	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a f mail indicate l in the 100th ng (7) classif	an alphabetic ting abstracted in file. It is the countaint of the number 7-tes it is the file assignification. The countaint of the countaint	en subject file. file and s, a number eneral h, (b) the hail in -100-10 e 10th hed to he FBI has		
	This System of subject mate to the files, to facilitate of all imported all imported accommodate matter or cast individual caserialization the file. From a piece of mail the Kidnapping system is serialization a piece of mail the Kidnapping approach the Kidnapping approach to the Kidnapping system is serialization the file. From a piece of mail the Kidnapping system is serialization the file.	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a f mail indicate l in the 100th	an alphabetic ting abstracted in file. It is the countaint of the number 7-tes it is the file assignification. The countaint of the countaint	en subject file. file and s, a number eneral h, (b) the hail in -100-10 e 10th hed to he FBI has		
	This System of subject mate to the files, to facilitate of all imported all imported accommodate matter or cast individual caserialization the file. From a piece of mail the Kidnapping system is serialization a piece of mail the Kidnapping approach the Kidnapping approach to the Kidnapping system is serialization the file. From a piece of mail the Kidnapping system is serialization the file.	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a f mail indicate l in the 100th ng (7) classif	an alphabetic ting abstracted in file. It is the countaint of the number 7-tes it is the file assignification. The countaint of the countaint	en subject file. file and s, a number eneral h, (b) the hail in -100-10 e 10th hed to he FBI has	STANDARD	
	This System of subject mate to the files, to facilitate of all imported all imported accommodate matter or cast individual caserialization the file. From a piece of mail the Kidnapping system is serialization a piece of mail the Kidnapping approach the Kidnapping approach to the Kidnapping system is serialization the file. From a piece of mail the Kidnapping system is serialization the file.	atter files, a , and a support e processing a tant mail place all informative se is channeled facilitate con multiple subject s used to indicate on and nature ase file in the n of individual or instance, a f mail indicate l in the 100th ng (7) classif	an alphabetic ting abstracted in file. It is the countaint of the number 7-tes it is the file assignification. The countaint of the countaint	en subject file. file and s, a number eneral h, (b) the hail in -100-10 e 10th hed to he FBI has	STANDARD Revised Apr	FORM 115

Request fo	or 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
:	They pertain primarily to the Pederal viola over which the FBI has investigative jurisd However, included in the 191 classification are personnel, applicant and administrative matters to facilitate the overall filing so Attached as an enclosure is the classificat list identifying the 191 classifications.	ictions heme.		
	The records contained in this system are ut by the FBI in support of its mission to con investigations within its jurisdiction and various administrative purposes. Informati from theze files is disseminated to appropr Federal, State, local, and foreign agencies and to private citizens and Congressional owhere the right and need to have access to information exists.	duct for on iate ffices		
n Germania Germania	The "Central Records System" is explained if urther detail as a system of records (Syston 1002) in the Federal Register, Volume 41, Nu 181, dated 9/16/76 (Page 39997) which was pin accordance with the Privacy Act and amen in Volume 42, Number 4, dated 1/6/77 (Page	em mber oublish ded		アンディス アンディス マネーまで
•	A. Administrative files for permanent re	tentio	1	. ,
	In the beginning of each classification there is a double zero (00) file for purpose of collecting in one place all policies and procedures that refer to that particular classification or vice category. For example, in the Kidnar (7) classification there will be a 7-file that will be filed prior to any numbers within that classification. time there is a basic change in policion procedure regarding this category document indicating the change will be placed in this file.	the lation lation oing -00 casc Each ey the		
	DISPOSITION: PERMANENT. Offer transfer to Nation Archives and Record Service after file are 75 years old.	nal :ds :s		

quest	for Recor	ds Disposition Authority – Continuation	JOB NO.		PAGE OF
7. 'EM NO.		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	в.	Investigative files for permanent ret	ention		
	İ	Biles for significant investigations	,,		
•		Files for significant investigations cases, selected by the Records Manage			
•	ļ	Division in conjunction with those ha	ment		
	1	direct supervisory responsibility for	Arud		
		the category involved, according to t	h o		
•		criteria listed below. It is noted t		!	
		criteria is general in nature and sel			
		is basically a matter of informed jud	gement		
		is sustainly a maccer of informed 100	demetro	•	
		Selection Procedures:			
		(Eor existing closed files that meet	age		
		criteria) Files with 5 or less volume			
		would generally not meet the criteria			
		a significant investigation or case a		-	-32
		will be destroyed after a review, to			
		compliance with criteria, by an exper employee. Files more than 5 volumes			
		be reviewed by seasoned employees usi			
		their best judgement in applying the	ng		
	1	for destruction or retention. A qual	1+1	ıa .	
		control spot check will insure a high			
	1	degree of reliability in judgement.			
		disposition of the file governs dispo	sition		
		of index cards.		i 	
		(For future closed files)			
	.]	At the time a file is closed, the cas	e		
		agent will provide a recommendation r	egard-		
	1	ing retention in accordance with this			
		criteria. This recommendation will b			
		subject to reevaluation prior to disp to insure initial appraisal has remai	081510	n	3 .
		accurate.	เเยน		· Var
		Files will be selected and designated			
		for permanent retention if they meet	one		
	1 1	or more of the following criteria for			
		significance:			
	.	1. The investigation or case has si			
74	1	cant impact on law enforcement p	olicie		•
	·	or procedures, agency rules or r	egula-		
•		tions, or investigative and inte	11i-		
Die.	-	gence techniques;			
	1		-		
	1.				1

115-203

THE PARTY OF THE WAY PERSON

1

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

Request for Re	cords Disposit	ion Authority – Continuation	JOB NO.		PAGE OF
ITEM NO.		B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. • SAMPLE OR JOB NO.	10. ACTION TAKEN
	an o£	e investigation or case involv actual or potential breakdown public order (civil disturban major proportions;			
	in fo or co ho	e investigation or case direct volves a full-field investigates; (a) a subversive or extremi ganization, with or without fo nnections; or (b) a person or lding a major leadership posit thin such an organization;	ion st reign person	s	
	in ti to th	e investigation or case direct volves a person, element, or o on whose activities are deemed pose a substantial and compel reat to the conduct of nationa fense or foreign policy.	rganiz ling	a -	ž
• ************************************	in ex of Ex or	e investigation or case is signerms of intensity of publications of publications of publications of the president of the pres	intere intere the	st,	aritine.
	<u>D1</u>	sposition: PERMANENT. Offer transfer to Nation Archives and Recor Service 75 years a closing.	al ds		
c.	Investi aboye u	gative files other than those nder Items la and lb.	descri	beđ	Y.
	10 su	iminal investigative cases and pporting retrieval devices aft years of no relevant activity cluding microfilmed cases.			
	<u>D1</u>	sposition: DESTROY 10 years a no relevant activi Or after administr needs have been se whichever is later	ty ative rved,		
		wurdueser in later	•	~	John St.

115-203

٠,

1

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

A company of the property of the control of the con

1、1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,1990年,

Request for Re	cords Disposition Authority - Continuation	• JOB NO.	PAGE OF
7. ITEM NO.	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Penods)	9. • SAMPLE OR JOB NO.	ACTION TAKEN
_	2. Security investigative f supporting retrieval dev 30 years of no relevant (See attached classification)	ices after activity.	
	no relevan or after a	years after at activity administrative been served,	
	whichever		•
	 Applicant investigations retrieval devices after no relevant activity. 	30 years of	
	(See attached classifica	tion list.)) years after	
	no relevar	nt activity	1
1.5 ×	needs have	been served, is later.	
	4. Investigative files, in subject requests dispose continued maintenance we with provisions of the lof 1974, 5 USC 552a (e) and (7).	al because ould conflict Privacy Act	
	Disposition: DESTROY re		
		vant to FBI s, information	
	is not time is not just warranted	nely, or retention stified or . Files will	
	be evalua individua		
D.	Items other than those descrunder la, 1b and lc.	ibed above	,
	 Transitory documents su teletypes, memoranda, e of which has been inclu- 	tc., the substance ded in prosecu-	
	tive reports of other promunications which probasis for retention acc	ovide the	

GPO:1975 O - \$79-387

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

THE STATE OF THE S

Request	for Records Disposition Authority—Continuation		PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO	10. ACTION TAKEN
	Disposition: DESTROY after action has been taken and transitory document no longer serves a useful purpose.		
· · · · · · · · · · · · · · · · · · ·	NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquar files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.		
Signatur Signatur Signatur Signatur	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, especial as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Governmentoyees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.	lly	
	The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examinate 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 hereafted 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 destruct of obsolete material in these classifications.		
	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 PBI'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 Congressic interest. Additionally, particular care will	nal	

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

Request f	or Records Disposition Authority—Continuation	JOB NO.		PAGE OF
7. ITEM NO.	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
•	he taken to be sure no material is destroyed for which there is pending litigation or oth restricted because of a special request.			·
~	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 Service Administration Legal Counsel, for records reto the administration of the Freedom of Info and Privacy Acts.	s lating		
•	In the attached classification list the applicant-related classifications are identify one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in na	fied ca-	, -	-
		-*		
			en et Angeleik	- 125 A
				·
~ ₹.			·	

CLASSIFICATIONS

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. Narcetics 13. Misc. National Defense Act; Prostitution; Selling Whiskey Within Army Camps (Obsolete - 1920) 14.** Sedition 15. Theft from Interstate Shipment 16. Violation Federal Injuction (Obsolete) 17. Veterans' Adminstration Matters 18. May Act 19. Censorship Matters (Obsolete - 1946) 20. Federal Grain Standards Act (Obsolete - 1921) ·21. Food and Drugs 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) Uniform Crime Reporting 33. 34. Violation of Lacy Act (Obsolete - 1927) 35.* Civil Service 36. Mail Fraud False Claims Against The Government (Obsolete - 1928) 37.* 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

Illegal Wearing of Uniform; False Advertising or Misuse of 43. 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. Civil Rights; Civil Rights-Election Laws; Civil Rights-44. Election Laws - Voting Rights Act, 1965 Crime on the High Seas (Includes stowaways on boats and aircraf 45. Fraud Against the Government: Anti-Kickback Statute; Dependent 46. 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 Postal Violations (Except Mail Fraud) 48. 49. National Bankruptcy Act Involuntary Cervitude and Slavery 50. Jury Panel Investigations 51. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property Excess Profits on Wool (Obsolete - 1925) 53. Customs Laws and Smuggling 54. Counterfeiting 55. 56. Election Laws War Labor Disputes Act (Obsolete - 1951) 57. 58. Bribery; Conflict of Interest World War Adjusted Compensation Act (Obsolete - 1928) 59. 60. Anti-Trust Treason or Misprision of Treason 61.** Miscellaneous - including Administrative Inquiry (formerly 62.* Misconduct in Office) .Miscellaneous - Non-Subversive - including: 63.* Black Market in Railroad Tickets (Obsolete) Civil Aeronautics Act (Obsolete) Eight-Hour-Day Law Federal Judiciary Investiations 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; Embezzelment or Theft of Indian Property Bills of Lading Act 71. Obstruction of Justice; Obstruction of Court Orders; 72. Obstruction of Criminal Investigations 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 Gold Hoarding (Obsolete - 1952) 81. 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 Bank Burglary; Bank Larceny; Bank Robbery 91. Anti-Racketeering; A.R. - Lea Act; A.R. - Interference with 92. Government Communications System; A.R. - Hobbs Act 93. Ascertaining Financial, Ability 94. Research Matters Laboratory Cases (Examination of Evidence in Other than Bureau

Cases)

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

e e			
فعاطته خرابر بندد	· ·	★ 27 1	214
135.	PROSAB (Protection of Stategic Air Com Air Force)	mand Bases of U.S.A.	
136.	American Legion Contact (Obsolete)		
137.	artitus Tafarmanka		
138.*	Loyalty of Employees of the United Nat	ions and Other Public	
	Tubere Lienal Organizations		
139,	Interception of Communications (Former	Ty Unauthorized	
140.*	Security of Government Employees; S.G.	E Flaud Against the	
	Covernment		
141.	False Entries in Records of Interstate	Calllels	
142.	Illegal Use of Railroad Pass	Devices	
143.	Interstate Transportation of Gambling Interstate Transportation of Lottery	nckers	
144.	Interstate Transportation of Obscene N	latter; Broadcasting	
145.	Obcasha Language		
146.	Interstate Transportation of Prison Ma	ide Goods	
147.	Federal Housing Administration Matters	· -	
148.	Interstate Transportation of Fireworks		
149.	nection of Aircraft or Motor Vehic	cles	F.F. (6
150.	For Administrative use of Voucher - S	tatistical Section	
	(in recording harboring fugitive stat	istics) (obsolece)	
151.*	(Referral cases received from CSC und	EL E. H. 2507	
	Agency for International Development Atomic Energy Commission (Civil Servi	ce Commission)	
	National Aeronautics and Space Admini	stration	
•	National Science Foundation		•
•	Peace Corps: Action	•	
-	U.S. Arms Control and Disarmament Age	ncy	
•	World Health Organization		
	International Labor Organization		
	U.S. Information Agency		
152.	Switchblade Knife Act		
153.	Automobile Information Disclosure Act Interstate Transportation of Unsafe F	efrigerators	
154.	National Aeronautics and Space Act of	1958	
155.*	Welfare and Pension Plans Disclosure	Act	
156. 157.**	b Dubusmist Watters. Civil Unrest		
158.**	k Labor-Management Reporting and Discio	sure Act of 1959	
100.	(Caramaika Maktor) (Obsolete - 1900)		ž,
159.	Labor-Management Reporting and Disclo	sure Act of 1959	
	(Investigative Matter)		
160.		Committees	
161.*	Special Inquiries for White House, Co	ongressional committees	
	and Other Government Agencies		
162.	Interstate Gambling Activities	_	
163.**			
164. 165.	Theoretate Transmission of Wagering	Information	
166.	Interstate Transporation in Aid of R	acketeering	

Destruction of Interstate Property 167. Interstate Transportation of Wagering Paraphernalia 168. (Obsolete - 1966) 169. Hydraulic Brake Fluid Act 170.** Extremist Informants Motor Vehicle Seat Belt Act (Obsolete - 1965) 171. 172. Sports Bribery Public Accommodations - Civil Rights Act of 1964 173. Public Facilities - Civil Rights Act of 1964 Public Education - Civil Rights Act of 1964 Employment - Civil Rights Act of 1964 Explosives and Incendiary Devices; Bomb Threats 174. (Formerly Bombing Matters; Bombing Matters - Threats) Assaulting the Pesident (or Vice-President) of the 175. United States 176. Antiriot Laws 177. Discrimination in Housing Interstate Obscene or Marassing Telephone Calls 178. ExtortIonate Credit Transactions 179. Desecration of the Flag 180. 181. Consumer Credit Protection Act lllegal Gambling Business; Illegal Gambling Business -182. Obstruction; Illegal Gambling Business - Forfeiture Racketeer Influenced and Corrupt Organizations 183. 184. Police Killings Protection of Foreign Officials and Official Guests of the United States 185.** Real Estate Settlement Procedures Act of 1974 Privacy Act of 1974 - Criminal 187. 188. Crime Resistance Equal Credit Opportunity Act 189. 190. Freedom of Information/Priyacy Act 191. ** False Identity Matter Hobbs Act - Financial Institutions Hobbs Act - Commercial Institutions Hobbs Act - Corruption of Public Officials 192. 193. :9-. Hobbs Act - Labor Related Fraud by Wire 196. Civil Actions; Claims Against the Government(FBI) 197. Crime on Indian Reservation

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

12 m

GENEL L 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

Urchival Authorization.

Dear Mr. Dolan:

The enclosed Standard Form 115 (Disposition Job No. NC1-65-76-4), 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,

The leason ?

G. N. SCABOO

Acting Assistant Archivist for Federal Records Centers

Enclosure

EXIM

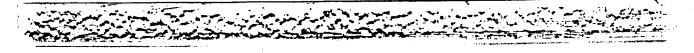
JUL 3 0 1976

SYSTEMS STAFF

23 AUG 13 1976

AUG 201976 Keep Freedom in Your Future With U.S. Savings Bonds

-4 Gillen



	(See Instruction	on. on reverse)		JOB NO	· · <u></u>	1
	•		•	NC1-	65-76-	4
TO: GENERA!	SERVICES ADMINIST	TRATION,	00 20400			
	ARCHIVES AND RECURDS S	ERVICE, WASHINGTON.	. 80 20408	DATE RECEIVED	HAY 2 7 1976	
•	ey or establishment) int of Justice			NOTIFICA	TION TO AGENC	,
NAJÜĘ SUBDI			_	In accordance with the grove quest, including amendment	sings of 44 U.S.C. 336:	Si the disposal fe
3. MINOR SUBDI		•		be stamped "disposal and	abbrosed, or "mitygrass	in in column 10
Records	Management Division with whom to conf	ion ER	S. TEL. EXT.		S	C4.211
1100	egraji (n. 1920) •	•		6-10-76 Dute Cott	Archivist of the U	nited States
	I. Bailey OF AGENCY REPRESENTATI	IVE		- Congression		
that the this agen	certify that I am authorize records proposed for discord or will not be needed request for immediately.	sposal in this kequ Lafter the retention	jest oi <u>— 1 </u>	ge(s) are not now ne	eded for the bu	usiness of
B B F	Request for dispo		ecified period	of time or requ	est for per	manent
r	etention.		E TITLE	10	. 0	
5/26/7b	D. SIGNATURE OF AGENCY		2	ection the	ef-	· · · · · · · · · · · · · · · · · · ·
ITEM NO.		8. DESCRIPTION (With Inclusive Dates or	N OF ITEM	3 - 2	SAMPLE OR JOB NO.	10, ACTION TAKEN
-	Enclosures, attactained at Federal which are determined and the disposal operations. The and include literal latent fingerprine will be judged on	l Bureau of Imined to posses of which would contents date rature, originate, and other mindividual w	s no administr d not impair of from the earl al evidence, principles of miscellaneous corth.	rative value or deter future by 20th century chotographs, sitems which		
•	Destroy when 20 ; have been met, wi	years old or w hichever is ea	hen administra rlier.	SCIAS Deeds		
2.	Books, political ligence reports incorporated int classified centr study of foreign	received from to the Federal al file, and u and domestic ties. Materia	sources outside Bureau of Invited as reference propaganda, to all dates from	estigation nce sources for ravel, and the late 19th		
rangan kangan r>Managan kangan kang	political activi		a reletence in		1	i
	century and no l	onger serves a	outside sourc	45.		
	century and no 1	onger serves a vailable from	outside sourc when administr	45.		

1

Section 1

.

The second secon

Prescribed by General Ser Administration FPMR (41 CFR) 101-11.4

APPRAISAL REPORT Disposal Job No. NC1-65-76-4

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.

Acting Director

Records Disposition Division

Director

Civil Archives Division

UNITED STATES GOVE MENT

${\it 1} emorandum$

FROM

Mr. Jenkins

A. J. Decker, Jr.

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

DATE:

7/19/76

Fin. & Pers. Training Talashene Rm.

Director Sec'y

Des. AD Adr

Dee. AD In-Annt. Dir.t Adm. Serv. Ent. Alfairs

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 FBIHO 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 esachtial transactions of the agency.

· -	21-70	000 00 //	1111	,
66-19087	Sent 7-26-76"	KEC-32 6 6 -	11011111	
Enclosures	Jan 1-20-16	•		1

Mr. Adams

- Mr. Bassett

- Mr. Jenkins

- Mr. Mintz.

:CMG:chs

: 'CONTINUED - OVER

JUL 30 1976

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

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 prolongated 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.

Laboratory Inspection. APPROVED: -Legal Cou Intell..... Assoc. Dir... Plan. & Ev V Ext. Affairs..... Dep. AD Adpt Dep. AD Inv Rcc. Mgmt.. - Fin. & Pers..... Spec. inv. Gen. Jhv Asst. Dir.: Training Adm. Serv...

July 20, 1976

Assistant Attorney General for Administration

Director, PBI

ARCHIVAL AUTHORITATION 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.

66-19081-70-

VICTOSURE

REQUE	ST FOR RECOK_S DISPUSITION AI (See Instructions on reverse)	UTHORITY	JOB NO	E BLANK		
GENERAL MATIONAL A	SERVICES ADMINISTRATION. RCHIVES AND RECORDS SERVICE, WASHINGTON.	DC 20408	DATE RECEIVED			
FRUM IALLE 'IL	Oil & Similar Stakes fell	•	NO DIFFICATI	ION TO ATRINC	Y	
Departm	ent of Justice]		1.104 612 11 10	•
MINOR SUBDIA	Bureau of Investigation		to a residence in the confidence of the confiden			1.
ROCOT OF TER	Management Division SON WITH WHOM TO CONFER	S. TEL EXT		transact of the 1	wind Notes	
william	L. Bailey	4870	Date	THE MALES AND ADDRESS OF THE PARTY OF THE PA		4
this agenu A P	ertify that I am authorized to act for this agreecords proposed for disposal in this Request or will not be needed after the retention equest for immediate disposal. Request for disposal after a spectention. D. SIGNATURE OF AGENCY REPRESENTATIVE				,- 	
/16/76	William J. Bail		n Chief	9. SAMPLE OF	10.	
ON METI	8. DESCRIPTIO (With Inclusive Dates of	r (clention Penads)		JOB NO	ACTION TAXES	
-1.	Administrative memoranda divisional and field off maintained at Federal Bu Headquarters. The subst tive material relating t	reau of Inve	stigation administra- is aspects			: : :
	of the inspection is the summary form which will The summary is prepared the results of the inspending operations, special dividual administrative operation (To propose revision of For Records Of The Feder Department of Justice", draft), to delete "was applied to the summare Related administrative for a period of 2 years	be retained to uniformly ection; i.e. maintenance, isional operns, and pers "Part I, Re ral Bureau o page 2, ite ith related ry reports of memoranda wi	indefinitely record investigative ations, onnel matters tention Plan f Investigation 2d (prelimination inspections on inspections of the retained ministrative	inary	ACA.	
-	of the inspection is the summary form which will The summary is prepared the results of the inspending operations, special dividual administrative operation (To propose revision of For Records Of The Feder Department of Justice", draft), to delete "w as applied to the summare Related administrative	be retained to uniformly ection; i.e. maintenance, isional operations, and persurbate and persurbate and page 2, ite ith related ry reports of memoranda wied, whicheve	indefinitely record investigative ations, onnel matters tention Plan f Investigation 2d (prelimination inspections on inspections of the retained ministrative	ion, inary	ND FORM 113	

L.CLOSUZE

Assistant Attorney General for Administration

July 20, 1976

Director, PBI

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) -19087 - Mr. Adams - Mr. Bassett Mr. Jenkins - Mr. Mintz

Dog. AD Adm. ...

Des. AD inv.

4651. Dir.:

Based on Decker to Jenkins memo dated 7/19/76, captioned د Based on Decker to Jenkins memo dated 7/19/76, as above, CMG:chs. KEC-64

Z1 JUL 28 1976

APPROVED: Assoc. Dir... Dep. AD Adg Dep. AD Inv SA Asst. Dir.: Adm. Serv.

Inspection... Intell..... Legal Courf Plan. & Eve Ext. Affairs..... Fin. & Pers..... Rec. Mgmt. Spec. Inv. Gen. Inv.... Training.

MAIL ROOM 🔲 TELETYPE UNIT

5 is 6H . Jf

· .	(See Instructions		S. A.	JOB NO.	LEAVE BLANK	
TO: GENERAL	L SERVICES ADMINISTRA ARCHIVES AND RECORDS SERV	ATION, VICE, WASHINGTON.	DC 20408	DATE RECEIVED		
	CY OR ESTABLISHMENT)		•			
	ent of Justice				FICATION TO AGEN	
3. MINOR SUBDI	Bureau of Inves			nuest including amendo	provisions of 45 U.S.C. 39 ments, is approved except not approved or "withdra	tot ifews fost mys.
	Management Divi		5. TEL. EXT.	-		·
I, NAME OF PER	ASON WITH WHOM TO CONTER					
	L. Bailey OF AGENCY REPRESENTATIVE		4870	Date	Archivist of the !	mixd States
□ A F	cy or will not be needed af Request-for immedia Request for disposal etention.	te disposal.	cified period	of time or red	quest for pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY RE	PRESENTATIVE .	E. TITLE	n Chief		
7. ITEM NO.	(W)	B. DESCRIPTION	7	<u> </u>	9.	10
., 1	N. 3 3		etention Periods)	tors	SAMPLE OR JOB NO.	ACTION TAKEN
1.	tive material re of the inspection summary form whether summary is the results of physical conditional conditions, specified and instrative (To propose reversely for, Records Of Department of Judaft), to deleas applied to the summary of the summa	memoranda i field office ederal Bure The substant elating to on is incort ich will be prepared to the inspect ion and mai cial divisi operations, ision of "I The Federal ustice", pa te "with he summary	n headquar e inspecti au of Inve ace of all the variou porated in retained uniformly ion; i.e.; intenance, and perso art I, Ret Bureau of ace 2, item related p	on files stigation administra- s aspects to final indefinitel record investigati tions, annel matter ention Plan Investigat 2d (prelim apers".	y. ve is ion, ninary as-)	ACTION TAKEN
	divisional and maintained at Formation at Formation at Formation at Formation at Formation and the inspection and the summary form who will be results of physical condition and the propose reversely for propose reversely for propose reversely for the formation of Johnstein and the formation and the	memoranda i field office ederal Bure The substant elating to on is incorr ich will be prepared to the inspect ion and mai cial divisi operations, ision of "I The Federal ustice", pa te "with he summary trative men 2 years on	n headquar e inspectiva of Investe of all the various porated in retained o uniformly ion; i.e.; intenance, lonal opera and perso Part I, Ret Bureau of age 2, item related preports or moranda will r until adr	on files stigation administra— s aspects to final indefinitel record investigati tions, annel matter ention Plan Investigat 2d (prelim apers". a inspection the retain	y. ve is ion, ninary ns-)	ACTION TAKEN

1

: 1

The state of the s

•	JNITED STATES GOVER. MENT	Dep. AD Adm
	Memorandum	Asst. Dir.s Admin Comg. Syst//
) :	Mr. McDermott 3512 - DATE: 4/9/76	Fila Episa Fila Feb Gan. Inv.
, ROM :	W. L. Bailey WED	Inspection
UBJECT:	DESTRUCTION OF BUREAU RECORDS	Spec. Inv Training Telephone Rm Director Sec'y
	PURPOSE: Bukkun 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. SYNOPSIS: The files system of the Records Management Division include an endless number of enclosures to files and publications which appet to be of no value. Procurement of Archival authorization and subsedestruction 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.	ear , quent
	RECOMMENDATIONS: 1. That destruction of the record material described in this memorandum be approved.	UNREC
	Ex-1047 80 66 - 10 0 7 6	16
	Enclosure 1-Mr. Leavitt CONTINUED OVER 5 AND 27 1373 66-3286 CMG:dgc (7) REPORT RECORDS	

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.

Ext. Affairs... Assoc. Dir. Dep. AD Adni. Ident.....

O Dep. AD Inv Inspection Intell Intel Asst. Dir∴ Admin.

Laboratory... Plan. & Eval

Rec. Mant. Spes. Inv..

Training

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 REC 80 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 NOTE: Based on W.L. Bailey memorandum to Mr. McDermott dated \$/32/76, captioned "Destruction of Bureau Records" CMG:dgc. Laboratory. Comp. Syst.. Ext. Alfairs... Legal Coun. Assoc. Dir... Plan. A Evail Dep. AD Adm Rec. Ment. Ident..... Pep. AD Inv Spec. Inv.. Inspection. Asst. Dir.: Intell.T42 MAILED 10 APR 1 6 1976 GPO 954-546 TELETYPE UNIT

•	See Instructions on reverse)		JOB NO.	•	is a second
NATIONAL	L SERVICES ADMINISTRATION. ARCHIVES AND RECURDS SERVICE, WASHINGTON	N, DC 20408	DATE RECEIVED	•	
Depart	ment of Justice	·	NOTIFICAT	TON TO AGENC	
MAJOR SUBC	1 Bureau of Investigation		In accordance with the provisi quest, including amendments, be stamped "disposal not ap		
MINOR SUBD	s Management Division				
NAME OF PE	RSON WITH WHOM TO CONFER	S. TEL. EXT.			<u> </u>
Willia	m L. Bailey	4870	Dute	Archivist of the U	nited States
this age XA	certify that I am authorized to act for this a records proposed for disposal in this Request for will not be needed after the retention. Request for disposal after a spretention.	ii perious specificu.			· •
4/9/76	OSIGNATURE OF AGENCY REPRESENTATIVE	A	Section Chief		
T.	8. DESCRIPTI (With Inclusive Dates of	ON OF ITEM or Retention Periods)		SAMPLE OR JOB NO.	ACTION TAKEN
1.	Enclosures, attachments a files maintained at Feder tion Headquarters, which possess no administrative	are determin	ned to	,	
	would not impair or deter The contents are dated fr literature, original evid latent fingerprints and of items which will be judge	com 1921 and dence, photosther miscelled on individual	include graphs, laneous dual worth.		
2.	copies of intelligence standard propaganda, travies emanating from fore and incorporated into Ferion record system. Mathematical Mathematical Propagant Propagant Standard Sta	yel and poli ign and mili deral Bureau erial is dat reference P	tary sources of Investiga ed from		
	and originals should be				
.1	x .				
	7				i

1

•

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

Dear Mr. Dolan:

The-enclosed Standard Form 115 (Disnosition 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 cony of the notification.

Sincerely,

WALTER W. STENDER Assistant Archivist for

Federal Records Centers Enclosures

EX-115

REG 8's

E1 APR 23 1976

APRS

INFORMATION SYSTEMS

STAFE

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

United States Senate Office of the Majority Pender Mashington, P.C. 20510

February 7, 1975

REPLY DUE:

A

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,

/

IKE MANSFIELD, MAJORITY

JORITY: -LEADER

Enclosure

:

REPUBLICAN LEADER

	2
X	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

MATE RECEIVED 1076

JOB NO.

NC1 - 65 - 76 = 3

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

Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT.

William I. Bailey 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

4870

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 "withdrawm" to column 10.

NOTIFICATION TO AGENCY

LEAVE BLANK

(Date) (Later Archivist of the United States

_	3-4-76	William L. Bailey Section Chi	ef	. -
-	Date 7	(Signature of Agency Representative) 8. DESCRIPTION OF ITEM	9. SAMPLE OR	ACTION TAKEN
_	ITEM NO.	(With Inclusive Dates or Retention Periods)	JOB NO.	ACTION TAKEN
)¹·	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.		
		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 \$346-5237, 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.)		4 y 4
		RETENTION		
F		Destroy 10 years after date of case closing or when administrative needs have been met, whichever is earlier.		

115-106

STANDARD FORM 115
Revised January 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101–11.4

APPRAISAL REPORT Disposal Job No. MC1-65

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.

Approval Recommended:

THOMAS W. WADLOW

Director

Records Disposition Division

Approval Recommended:

Date

Director

Civil Archives Division ...