

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. McDermott

DATE: 3/2/76

FROM : W. L. Bailey

SUBJECT: ARCHIVAL AUTHORIZATION FOR  
DESTRUCTION OF BUREAU RECORDS

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

The purpose of this memorandum is to request Archival authorization to amend existing authority for the destruction of closed field files. While we have authority for the destruction of closed field files, it is felt that the wording of that authority is not sufficiently broad to cover all of the items in a closed field file, such as certain intra- and inter-office communications. This will also cover the various changes that have occurred in reporting requirements, wherein now only summaries of substance are forwarded to FBIHQ in certain categories rather than complete detailed reports.

At the conclusion of the current moratorium on the destruction of record material imposed by Senate Resolution 21 (request of Joint U. S. Senate leadership Mansfield and Scott), all field offices will begin the destruction of Auxiliary Office files after they have been referred upon completion (RUC) for six months, providing they are of no continuing value. This Archival request to amend the existing authority for the destruction of field files will then cover all of the miscellaneous documents in the closed field file that are of no continuing value once the substance of that information has been incorporated into a report or summary of substance which has been forwarded to the office of origin or FBIHQ.

RECOMMENDATION:

EX-115

1. That the request to amend the existing Archival authority be approved.

REC-34

66-19807-44

18 MAR 16 1976

2. That the attached memorandum with copies of Standard Form 115 be forwarded to the Department to obtain authorization to amend the existing destruction authority as indicated in the Standard Form 115.

Enclosure  
66-19807-61-19  
CMG:evp  
(5)

CMG

JA

JMD

TJ  
MK

RECORDS SYSTEMS

Assistant Attorney General  
for Administration

March 4, 1976

Director, FBI

**ARCHIVAL AUTHORIZATION FOR  
DESTRUCTION OF BUREAU RECORDS**

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy record material which no longer possesses sufficient value, to justify retention.

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

EX-115

Enclosures (4)  
66-19087  
CMG:chs  
(5)

NOTE: Based on W. L. Bailey memorandum to Mr. McDermott dated 3/2/76, captioned "Archival Authorization For Destruction of Bureau Records." CMG:chs

ENCLOSURE

W-B

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

FBI MAILED 6  
MAR 5 1976  
MAR 2 15 52 BK FBJP

MAR 25 1976

MAIL ROOM  TELETYPE UNIT

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

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

DATE RECEIVED

JOB NO.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

William L. Bailey

5. TEL. EXT.

4870

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

NOTIFICATION TO AGENCY

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

(Date) Archivist of the United States

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.

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

66-19087-64

115-106

ENCLOSURE

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

66-19087-63

**CHANGED TO**

66-3286-1182X

MAY 10 1976

77171 / 100

9

UNITED STATES GOVERNMENT

# Memorandum

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

TO : Mr. McDermott

DATE: 1/30/76

FROM : W. L. Bailey *WLB*

*air*

SUBJECT: ARCHIVAL AUTHORIZATION FOR  
DESTRUCTION OF BUREAU RECORDS

Based on my memorandum dated 1/7/76, request for authority to microfilm contents of fingerprint jackets which had not been accessed in over 10 years was forwarded to the Department on 1/7/76. The Department was requested to forward this submission to National Archives and Records Service, General Services Administration.

By routing slip 1/27/76, Archives returned our request bearing approval of the Acting Archivist of the United States. Standard Form 115 bearing our request and approval is attached.

RECOMMENDATION:

None. For record purposes.

*JX*

*da*

*RHA/*

*m*

66-19087  
Enclosures,  
1 - Mr. York, Room 10853 JEH  
CMG:pew  
(5)

EX-103

REC-3

66-19087-62

XEROX

FEB 18 1976

14 FEB 16 1976

ENCLOSURE

ENCLOSURE ATTACHED

*RFA*

56 MAR 03 1976

UNRECORDED COPY FILED IN 66-19087-62

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

William L. Bailey

5. TEL. EXT.

4870

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

DATE RECEIVED  
JAN 22 1976

JOB NO.

NC1 - 65-76-1

NOTIFICATION TO AGENCY

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

1-26-76 James P. O'Neil  
(Date) acty Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/6/76 William L. Bailey Section Chief  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Criminal fingerprint cards and related documents which have not been accessed in over 10 years, contain no active wanted notice, and relate primarily to individuals from 65 to 80 years of age. "Master" fingerprint card and alphabetical index card will be retained for verification and searching purposes, respectively. Record would be reconstituted and reactivated in the event of future inquiries. In accordance with a previous grant, a microfilm security copy will not be prepared. (See Job No. <u>NC-65-75-3</u>)</p> <p><u>RETENTION PERIOD</u></p> <p>Until ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records. "Master" cards and film will be destroyed after individual becomes 80 years of age or when administrative need for records has been met, whichever is earlier.</p>		

APPRAISAL REPORT  
Disposal Job No. NCI-65-76-1

Approved for Disposal:

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

Appraiser:

*Henry J. Wolfinger*  
HENRY J. WOLFINGER

*23 Jan '76*  
Date

Approval Recommended:

*Carmelita S. Ryan*  
CARMELITA S. RYAN  
Acting Director  
Records Disposition Division

*1/23/76*  
Date

UNITED STATES GOVERNMENT

# Memorandum

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

TO : Mr. McDermott

DATE: 1/7/76

*ORME*

FROM : W. L. Bailey *wlb*

SUBJECT: ARCHIVAL AUTHORIZATION FOR  
DESTRUCTION OF BUREAU RECORDS

Memorandum L.K. York to Mr. Ash dated 12/18/75 proposed an additional microfilming project for the Assembly Section, Identification Division, which would recover valuable space through the filming of dated fingerprint jackets which have not been accessed in over ten years and contain no active wanted notice. The recommendation was approved and Archival authorization for filming and subsequent destruction is being requested herewith. In accordance with a previous modification granted by the National Archives and Records Service, omission of a microfilm security copy is being requested.

It should be noted that destruction of civil fingerprint cards on individuals 75 years of age or older and criminal fingerprint cards of persons 80 years of age and older has been exempted from the current Congressional moratorium on destruction of FBI records.

It is further noted that this request is consistent with the declaration of system of records maintained by the Identification Division insofar as the regulations of the Privacy Act of 1974 are concerned and no alteration is involved.

Attached is a memorandum to the Department enclosing appropriate number of copies of Standard Form 115 requesting Archival authorization for destruction of this material.

RECOMMENDATION:

That the attached memorandum to the Department be approved and forwarded.

ST 113

REC-38

66-19087-

61

JAN 14 1976

Enclosure *Sent 1-9-76*  
 66-19087  
 1 - Mr. York, Rm 10835B JEH  
 CMG:evp  
 (5)

*TA*

*JMJ*  
*TJ*

RECORDS  
- W-12



Assistant Attorney General  
for Administration

January 9, 1976

Director, FBI

66-1987-61

ST 113

REC-38  
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)

CMG:evp  
(6)

NOTE: Based on W. L. Bailey memorandum to Mr. McDermott  
dated 1/7/76, captioned "Archival Authorization For  
Destruction of Bureau Records." CMG:evp

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

MAILED 6  
JAN 9 1976  
FBI

WUB

med

ENCLOSURE

FBI  
CORRESPONDENCE SECTION  
REC'D

JAN 2 10 50 AM '76

FEB 4 1976

MAIL ROOM

TELETYPE UNIT

GPO 534-546

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK

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

1. FROM (AGENCY OR ESTABLISHMENT)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**William L. Bailey**

5. TEL. EXT.

**4870**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

DATE RECEIVED

JOB NO.

NOTIFICATION TO AGENCY

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

(Date)

Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/6/76 William L. Bailey Section Chief  
Date (Signature of Agency Representative) (Title)

ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Criminal fingerprint cards and related documents which have not been accessed in over 10 years, contain no active wanted notice, and relate primarily to individuals from 65 to 80 years of age. "Master" fingerprint card and alphabetical index card will be retained for verification and searching purposes, respectively. Record would be reconstituted and reactivated in the event of future inquiries. In accordance with a previous grant, a microfilm security copy will not be prepared. (See Job No. NC-65-75-3)</p> <p><u>RETENTION PERIOD</u></p> <p>Until ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records. "Master" cards and film will be destroyed after individual becomes 80 years of age or when administrative need for records has been met, whichever is earlier.</p>		

115-106

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

ENCLOSURE 66-190876



UNITED STATES GOVERNMENT

# Memorandum

TO : Homer R. Hauer, Chief  
Records Section, FBI

DATE: 22 JUL 1975

FROM : *[Signature]*  
S. D. Valloric  
Privacy, Records, and Reports Control Group  
Information Systems Staff, OMF

SUBJECT: Standard Form 115 (Job Number NC-65-75-2)

The subject request covering records of the FBI has been approved by the Archivist of the United States, original correspondence attached.

Attachments  
As Stated

*[Handwritten signature]*

EX-115

REC 67

REC 67

5 NOV 3 1975

59

ENCLOSURE

RECORDED

7 NOV 13 1975



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

*[Vertical handwritten notes on the left margin, partially illegible]*

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION  
*National Archives and Records Service*  
Washington, DC 20408



July 17, 1975


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

Dear Mr. Dolan:

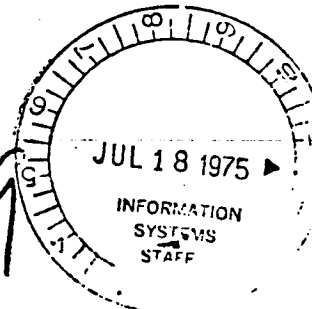
The enclosed Standard Form 115, (Job Number NC-65-75-2), covering records of the Federal Bureau of Investigation, has been approved by the Archivist of the United States.

We have been advised by the Congress that under the provision of Senate Resolution 21 records of this nature are not to be destroyed. You should note carefully the final paragraph of the attached information copy of the notification. If copies of any of the records described on the Standard Form 115 are in our custody we will retain them until this investigation is completed.

Sincerely,

  
WALTER W. STENDER  
Assistant Archivist for  
Federal Records Centers

Enclosures



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

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

February 7, 1975

111135  
Jr 2/11/75  
APPROVED  
REPLY DUE:

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

Dear Mr. Sampson:

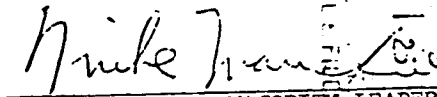
As you may be aware, the Senate is to conduct an investigation and study of government operations with respect to intelligence activities. The scope of the investigation is set out in S. Res. 21, a copy of which has been enclosed for your information.

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

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

Sincerely yours,

  
HUGH SCOTT, REPUBLICAN LEADER

  
MIKE MANSFIELD, MAJORITY LEADER

Enclosure

66-19087-59  
ENCLOSURE

FEB 12 1975  
RECEIVED

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

DATE RECEIVED: **JUN 24 1975**      JOB NO. **NC - 65-75-2**

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

NOTIFICATION TO AGENCY

FROM (AGENCY OR ESTABLISHMENT)

**Department of Justice**

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

MAJOR SUBDIVISION

**Federal Bureau of Investigation**

MINOR SUBDIVISION

**Files and Communications Division**

NAME OF PERSON WITH WHOM TO CONFER

**Homer R. Hauer**

TEL. EXT.

**4870**

*7-14-75* (Date) *James P. O'Neil* Archivist of the United States

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*5/22/75* Date      *Homer R. Hauer* (Signature of Agency Representative)      *Special Agent* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>Files, index cards, and related material which are maintained in FBI Field Offices pertaining to cases in which there was no prosecutive action undertaken; perpetrators of violations not developed during investigation; or investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the Bureau. These investigations closed in field offices and correspondence not forwarded to FBI Headquarters. Files no longer possess sufficient reference or evidentiary value to merit retention.</b></p> <p><b>RETENTION:</b></p> <p><del>To be destroyed after completion of investigation and case is closed.</del>                      Destroy 10 years after date of case closing or when administrative needs have been met, whichever is earlier.</p> <p align="right"><i>6/2/75</i></p> <p align="center"><i>(6-1705) - 59</i></p>		

APPRAISAL REPORT  
Disposal Job No. NC-65-75-2

Approved for Disposal:

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

Appraiser:

*Henry J. Wolfenbarger*  
HENRY J. WOLFENBARGER

*8 July 75*  
Date

Approval Recommended:

*Thomas W. Wadlow*  
THOMAS W. WADLOW

*7/8/75*  
Date

Director

Records Disposition Division

Approval Recommended:

*Walter H. Fishbein*  
MEYER H. FISHEIN

*7/1/75*  
Date

Director

Records Appraisal Staff

66-19887-59



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. McDermott *mcD/B*  
FROM : ~~Mr.~~ L. Bailey *B*

DATE: 7-24-75

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

SUBJECT: ARCHIVAL AUTHORITY FOR DESTRUCTION  
OF BUREAU RECORDS (66-19087)

*7/21/75* *ST-117* *66-19087-58* *For destruction of*

Based on H. R. Hauer to Mr. McDermott memorandum dated 6-4-75, request for authority to withdraw microfilm security copy provision from previous Archival submission was forwarded to Acting Assistant Attorney General for Administration on 6-4-75. The Department was requested to forward our request to National Archives and Records Service, General Services Administration.

By routing slip 7-16-75, Archives returned our request bearing approval of the Acting Archivist of the United States and specifying a retention period for the items covered. Standard Form 115 bearing our request and approval is attached.

RECOMMENDATION:

None. For record purposes.

*JK*

2 ENCLOSURE

ENCLOSURE ATTACHED

CH 45  
REC 22

7-32

66-19087-58

14 JUL 31 1975

Enclosure

1 - Mr. York (Sent direct)

CMG:mmr  
(4)

ST-117

RECORDED  
mmr/cmj

THREE

56 AUG 21 1975

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

DATE RECEIVED

JOB NO.

JUN 24 1975

NC - 65-75-3

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

NOTIFICATION TO AGENCY

1. FROM (AGENCY OR ESTABLISHMENT)

**Department of Justice**

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

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Homer R. Hauer**

5. TEL. EXT.

**4870**

7-14-75 *James P. O'Neill*  
(Date) *(Signature)* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/3/75 *Homer R. Hauer*  
Date (Signature of Agency Representative)

*Section Chief*  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>Original fingerprint cards of individuals, forwarded to the Federal Bureau of Investigation by law enforcement agencies, penal institutions, military services, and government agencies with the exception that one "master" fingerprint card will be retained for verification purposes.</b></p> <p><b>MODIFICATION:</b> That the "Statement of Microfilm Procedures" provision, "A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping," be withdrawn. Original microfilm copy will be adequately stored for safekeeping and the "master" card will serve as the security record of the fingerprint, thereby eliminating costly processing for microfilm copy no longer required. Expenditures of \$58,000 to process the current backlog and \$16,000 annually to maintain the project would be averted.</p> <p><b>RETENTION:</b> Destroy "master" cards and film when individuals reach 80 years of age, or when administrative need for records has been met, whichever is earlier.</p>	II-NNA-2752	

*OK 6/27/75*

APPRAISAL REPORT  
Disposal Job No. NC-65-75-3

Approved for Disposal:

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

Appraiser: Henry J. Wolfinger  
HENRY J. WOLFINER

8 July 75  
Date

Approval Recommended: Thomas W. Wadlow 7/8/75  
THOMAS W. WADLOW Date  
Director  
Records Disposition Division

Approval Recommended: Meyer H. Fishbein 7/10/75  
MEYER H. FISHBEIN Date  
Director  
Records Appraisal Staff

# Memorandum

- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. \_\_\_\_\_
- Dep. AD Inv. \_\_\_\_\_
- Asst. Dir.:
- Admin. \_\_\_\_\_
- Comp. Syst. \_\_\_\_\_
- Ext. Affairs \_\_\_\_\_
- Files & Com. \_\_\_\_\_
- Gen. Inv. \_\_\_\_\_
- Ident. 16/10
- Inspection \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Eval. \_\_\_\_\_
- Spec. Inv. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

TO : Mr. McDermott

DATE: 6/4/75

FROM : H. R. Hauer

SUBJECT: ARCHIVAL AUTHORITY FOR DESTRUCTION OF BUREAU RECORDS (66-19087)

*NR 212-176 K3*

Memorandum Edward F. Johnson to Mr. Thompson dated 11/7/74 made reference to an extensive microfilming project currently being conducted by the Identification Division and the backlog encountered in processing the security (second) microfilm copy. By addendum dated 11/20/74, Mechanical Section noted that one copy appeared to be adequate and suggested withdrawal of the security copy required by existing Archival authority.

By way of background, R. C. Renneberger memorandum to Mr. Mohr dated 12/30/57 (66-16304-184), reviewed the commercial processing expense involved in microfilming 21,000,000 fingerprint cards in the Assembly Section of the Identification Division. Thereafter, fiscal fund restrictions were resolved and the project was scheduled to commence on 7/1/58. Archival authority was initially sought and was jointly approved by the Archivist and the Congress on 5/1/58, with the provision that a security copy would be prepared in addition to an original microfilm copy. The "master" fingerprint card would be retained for verification purposes.

Mr. Lawrence K. York, Section Chief, Assembly Section, Identification Division, advised that the Identification Division would be agreeable to the withdrawal of the security copy in the event that Archival modifications could be arranged, because of the expense involved.

Enclosure *sent 6-4-75 HRC*  
 1 - Mr. York, Room 10835B JEN  
 CMG:chs  
 (4)

EX-101

REC-7

*66-19087-57*

(CONTINUED - OVER)

3 JUN 17 1975

RECORDS

Memo Hauer to McDermott  
Re: Archival Authority For Destruction  
of Bureau Records (66-19087)

Mrs. Dorothy Gersack, Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, was contacted regarding this matter on 5/28/75. Mrs. Gersack advised that the security copy clause could be eliminated through the submission of Standard Form 115 containing the original request and a statement of explanation for the proposed deletion of the microfilm security copy, noting particularly the tremendous cost involved in processing.

Attached is a memorandum to the Department enclosing appropriate number of copies of Standard Form 115 requesting authority to withdraw described security copy provision.

RECOMMENDATION:

That the attached memorandum to the Department be approved.

*gx*

*PO*

*MW*

*TW  
KZ*

Assistant Attorney General  
for Administration

June 4, 1975

Director, FBI

REC-7  
66-19087-  
EX-101

57

ARCHIVAL AUTHORIZATION  
FOR DESTRUCTION OF  
BUREAU RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to modify existing authorization which specifies the preparation of microfilm copy no longer required.

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

Enclosures (5)

CMG:chs

(5)

1- ENCLOSURE

NOTE: Based on H. R. Hauer memorandum to Mr. McDermott dated 6/4/75, captioned "Archival Authority For Destruction of Bureau Records (66-19087)" CMG:chs

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

MAILED 7  
JUN 4 1975  
FBI

*Handwritten initials and signatures*

MAIL ROOM

54 JUN 30 1975

*Handwritten initials*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Homer R. Hauer**

5. TEL. EXT.  
**4870**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/3/75 Homer R. Hauer Section Chief  
Date (Signature of Agency Representative) Title

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Original fingerprint cards of individuals, forwarded to the Federal Bureau of Investigation by law enforcement agencies, penal institutions, military services, and government agencies with the exception that one "master" fingerprint card will be retained for verification purposes.  MODIFICATION: That the "Statement of Microfilm Procedures" provision, "A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping," be withdrawn. Original microfilm copy will be adequately stored for safekeeping and the "master" card will serve as the security record of the fingerprint, thereby eliminating costly processing for microfilm copy no longer required. Expenditures of \$58,000 to process the current backlog and \$16,000 annually to maintain the project would be averted.	II-NNA-2752	

66-19087-57

115-106

**ENCLOSURE,**

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

# Memorandum

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

TO : Mr. McDermott

DATE: 5-23-75

FROM : H. R. Hauer

SUBJECT: ARCHIVAL AUTHORITY FOR DESTRUCTION OF BUREAU RECORDS

66-3286-1175

Memorandum H. R. Hauer to Mr. McDermott dated 4-23-75, recommended Archival authority be obtained for the destruction of field office files, index cards, and related material which pertains to cases in which no prosecutive action was undertaken, perpetrators of violations were not developed, or investigations revealed allegations were unsubstantiated or not within the investigative jurisdiction of this Bureau. These investigations closed in field offices and correspondence not forwarded to FBIHQ. The files no longer possess sufficient reference or evidentiary value to merit retention. Recommendation was approved.

Attached is a Memorandum to the Assistant Attorney General for Administration enclosing the appropriate number of copies of Standard Form 115 requesting Archival authority for destruction of this material. No field records which would be considered pertinent insofar as Senstudy '75 is concerned would be destroyed pursuant to this request of Archives.

RECOMMENDATION:

REC-107

56

That attached Memorandum to the Department be approved and forwarded.

Enclosure sent 5-28-75  
(dated 5-27-75)

CMG:jtw  
(3)

*JHC/ro*  
*pcn*  
*gm*  
*Jamp*

5 JUN 10 1975

54 JUN 26 1975



Assistant Attorney General  
for Administration

May 27, 1975

Director, FBI

ARCHIVAL AUTHORIZATION FOR DESTRUCTION  
OF BUREAU RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy records material which no longer possesses sufficient value to justify retention. None of the records covered by this request pertain to matters being considered by the United States Senate Select Committee on Intelligence Activities.

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

Enclosures (4)

CMG:jtw  
(5) *jtw*

NOTE: Based on H. R. Hauer memorandum to Mr. McDermott dated 5/23/75, captioned "Archival Authority for Destruction of Bureau Records (66-19087)" CMG:jtw

66-19087-55

REC-56

EX-103

3 JUN 6 1975

1-ENCLOSURE  
ENCLOSURES ATTACHED

HE  
FBI  
MAIL ROOM

pen

MAILED 7  
MAY 28 1975  
FBI

*JTW*  
*John*

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

54 JUN 23 1975

MAIL ROOM  TELETYPE UNIT

5644-JEN

*mb*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Homer R. Hauer**

5. TEL. EXT.  
**4870**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/22/75 Homer R. Hauer Special Agent  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Files, index cards, and related material which are maintained in FBI Field Offices pertaining to cases in which there was no prosecutive action undertaken; perpetrators of violations not developed during investigation; or investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the Bureau. These investigations closed in field offices and correspondence not forwarded to FBI Headquarters. Files no longer possess sufficient reference or evidentiary value to merit retention.</p> <p><u>RETENTION:</u></p> <p>To be destroyed after completion of investigation and case is closed.</p>		

# Memorandum

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

TO : Mr. Marshall

DATE: 7-26-74

FROM : P. F. O'Connell *PFO*

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

*1905/33*  
*[Handwritten signature]*

Based on my memorandum 6-6-74, request for authority to destroy administrative and non-investigative records in field which are duplicated in entirety or substance at FBIHQ when purpose served was forwarded to Acting Assistant Attorney General for Administration 6-17-74. Department was requested to forward our request to National Archives and Records Service, General Services Administration. By routing slip 7-24-74, Archives returned our request bearing approval of Archivist of the United States. Approval which is on Standard Form 115 is attached.

This authority coupled with authority previously received for destruction of closed field investigative files now gives us authority to destroy all field files when we feel purpose has been served.

RECOMMENDATION:

For record purposes.

Enclosure

- 1 - Mr. Coleman(Director's Office)
- 1 - Mr. Jamieson (attention: Mr. J. E. Reilly)

PFO:jtw  
(5)

*[Handwritten initials]*

*[Handwritten initials]*

*Archiving Authorization*

RECORDED COPY FILED IN 11-31

REC-105 66-17087-54

16 AUG 1 1974

ENCLOSURE

ENCLOSURE ATTACHED

AUG 1 1974  
COMM-FBI

*[Handwritten signature]*

16 AUG 2 1974

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

DATE RECD <b>JUL 12 1974</b>	JOB NO.
DATE APPROVED	<b>NC - 65-75-1</b>

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Paul F. O'Connell, Jr.**

5. TEL. EXT.  
**2331**

NOTIFICATION TO AGENCY

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

*7-19-74* *James B. Rhoads*  
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:  
I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one).

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

**6-17-74** (Date) *Paul F. O'Connell, Jr.* (Signature of Agency Representative) **Section Chief** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Administrative and noninvestigative records maintained in the various field offices of the Federal Bureau of Investigation. This material is duplicated in entirety or in substance at Federal Bureau of Investigation Headquarters in Washington, D. C. Headquarters records are considered record copies. This material will be retained in the field offices until necessary action has been taken or it has served its purpose. (This is an extension and broadening of disposal schedule #351-S114, 12/11/50. Experience and usage determined retention periods previously approved are not necessary.)		

*Encl. 23 O'Connell-10 114 114 114*  
*PF: jhw 7-26-74* Four copies, including original, to be submitted to the National Archives and Records Service

APPRAISAL REPORT  
Disposal Job No. NC-65-75-1

Approved for Disposal:

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

Appraiser:

Dorothy H. Gersack  
DOROTHY H. GERSACK

7-14-74

Date

Approval Recommended:

Thomas W. Wadlow  
THOMAS W. WADLOW  
Acting Director  
Records Disposition Division

7/16/74

Date

Approved Recommended:

Meyer H. Fishbein  
MEYER H. FISHBEIN  
Director  
Records Appraisal Staff

7/18/74

Date

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK

DATE RECD. JUL 12 1974	JOB NO.
DATE APPROVED NC -	65 - 7571

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Paul F. O'Connell, Jr.**

5. TEL. EXT.  
**2331**

NOTIFICATION TO AGENCY

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

Date \_\_\_\_\_ Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6-17-74  
(Date)

*Paul F. O'Connell, Jr.*  
(Signature of Agency Representative)

Section Chief  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Administrative and noninvestigative records maintained in the various field offices of the Federal Bureau of Investigation. This material is duplicated in entirety or in substance at Federal Bureau of Investigation Headquarters in Washington, D. C. Headquarters records are considered record copies. This material will be retained in the field offices until necessary action has been taken or it has served its purpose. (This is an extension and broadening of disposal schedule #351-S114, 12/11/50. Experience and usage determined retention periods previously approved are not necessary.)		

APPRAISAL REPORT  
Disposal Job No. NC-65-75-1

Approved for Disposal:

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

Appraiser: Dorothy H. Gersack 7-16-74  
DOROTHY H. GERSACK Date

Approval Recommended: Thomas W. Wadlow 7/14/74  
THOMAS W. WADLOW Date  
Acting Director  
Records Disposition Division

Approved Recommended: \_\_\_\_\_ Date  
MEYER H. FISHBEL  
Director  
Records Appraisal Staff

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Marshall

DATE: 6/6/74

FROM : P. F. O'Connell

SUBJECT: DESTRUCTION OF FIELD FILES AND RECORDS

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

*Oldfield*

Re J. D. Jamieson to Mr. Jenkins memorandum 3/13/74 recommending various changes in the retention times of various administrative and noninvestigative file material in the field offices in which to provide a more exception-free and simplified file destruction program with the ultimate objective being conservation of manpower and space.

We have Archival <sup>Authorization</sup> authority for destruction of vast majority of these files. Retention period previously approved, however, varies from "when purpose served" to three years and Training Division proposes that retention period of some be shortened. We must secure Archival authority for a shorter retention period.

By way of background, law on destruction of records provides that agencies must have Archival authority to destroy records. Archives issues General Records Schedules which describe records common for all agencies and specifically describe retention period for these common records. In event records are not covered by General Records Schedules, separate Archival authority must be secured for destruction.

In 1946, we secured Archival authority to destroy all closed field investigative files. In 1950, we secured authority to destroy large category of field administrative and noninvestigative files. Anytime it is desired to destroy a field administrative or noninvestigative record, it is necessary to determine whether we have prior Archival authority for destruction. Likewise, in the event we desire to change the period of retention, we must determine whether new retention period is compatible with authority previously granted. This is a tremendous administrative problem. All pertinent information in a field administrative or noninvestigative file is duplicated in FBIHQ and FBIHQ files are considered to contain record copies. Accordingly, it is felt that we should make one

- 1 - Mr. Adams
- 1 - Mr. Cleveland
- 1 - Mr. Gebhardt
- 1 - Mr. Jacobson
- 1 - Mr. Jenkins
- 1 - Mr. Wannall
- 1 - Mr. Walsh
- 1 - Mr. D. M. Gregory
- 1 - Mr. J. C. Coleman (Director's Office)
- 1 - Mr. T. A. Keane

JPB:jw  
(12)

JUN 19 1974

711 Main St. Albany, N.Y. 12244  
138:jam

CONTINUED - OVER

**RECORDS**

UNRECORDED COPY FILED IN 64-3206

REC-67 66-17654-53

3 JUN 14 1974



Memorandum to Mr. Marshall  
Re: Destruction of Field Files and Records

request for Archival authority to destroy any and all field administrative and noninvestigative files when they have served their useful purpose, as record copies of pertinent material are maintained in FBIHQ files.

As stated above, we have such authority for investigative files.  
~~Acquisition of this broad authority would greatly simplify field administration of retention of administrative and noninvestigative files.~~

RECOMMENDATION:

If approved, Files and Communications will submit necessary request to secure Archival approval for destruction of all administrative and noninvestigative files in the field when they have served their purpose.

*[Handwritten signatures and initials]*

Acting Assistant Attorney General  
for Administration

June 17, 1974

Director, FBI  
REC-61

66-19087-53

ARCHIVAL AUTHORIZATION FOR DESTRUCTION  
OF BUREAU RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy records material which no longer possesses sufficient value to justify retention.

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

Enclosures (5)

- 1 - Mr. Jamieson (sent direct)
- 1 - Mr. J. C. Coleman (Director's Office) (sent direct)

JPB:jw:bpr  
(8)

NOTE: Based on memo P. F. O'Connell to Mr. Marshall 6-6-74 captioned "Destruction of Field Files and Records." JPB:jw

ENCLOSURE

- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. \_\_\_\_\_
- Dep. AD Inv. \_\_\_\_\_
- Asst. Dir.:
- Admin. \_\_\_\_\_
- Comp. Syst. \_\_\_\_\_
- Ext. Affairs \_\_\_\_\_
- Files & Com. \_\_\_\_\_
- Gen. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Inspection \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Plan. & Eval. \_\_\_\_\_
- Spec. Inv. \_\_\_\_\_
- Training \_\_\_\_\_

MAILED 6  
JUN 18 1974  
-FBI

54 JUN 25 1974  
NHS

MAIL ROOM  TELETYPE UNIT

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Files and Communications Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Paul F. O'Connell, Jr.**

5. TEL. EXT.  
**2331**

RECEIVED		LEAVE BLANK	
DATE APPROVED		HOUSE REPORT NO.	JOB NO.
CONGRESSIONAL AUTHORIZATION			
HOUSE REPORT NO.	CONGRESS	DATE	SESSION
NOTIFICATION TO AGENCY			
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.			
(Date)	Archivist's Representative.		

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

**6-17-74**  
 (Date)

(Signature of Agency Representative)

**Section Chief**  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Administrative and noninvestigative records maintained in the various field offices of the Federal Bureau of Investigation. This material is duplicated in entirety or in substance at Federal Bureau of Investigation Headquarters in Washington, D. C. Headquarters records are considered record copies. This material will be retained in the field offices until necessary action has been taken or it has served its purpose. (This is an extension and broadening of disposal schedule #351-S114, 12/11/50. Experience and usage determined retention periods previously approved are not necessary.)		

66-1987-53  
 ENCLOSURE

SAC, Baltimore (100-12822)

10/4/73

Director, FBI

PHOTOGRAPHIC SURVEILLANCES  
OF COMMUNIST MEETINGS  
IS-C

Archival Authorization  
FOR DESTRUCTION OF  
BUREAU PROPERTY

Reurlet 8/15/73.

While Bureau possesses Archival authority to destroy closed field files, National Archives and Records Service, General Services Administration, requires that Bureau maintain FBIHQ investigative files on subversive matters indefinitely. Files at FBIHQ involving Internal Security-C investigations fall in this category. Inasmuch as these films are not duplicated at FBIHQ, it is necessary that they be retained indefinitely. You should, accordingly, designate these items for permanent retention.

- 1 - Mr. E. S. Miller (sent direct)
- 1 - Mr. Mintz (sent direct)
- ① - 66-19087

PFO:mac

(9)

NOTE: Baltimore desires to destroy photographic surveillances (movie films and photographs) of Communist Party activities in Baltimore. Material is over 23 years old and requires 8 cubic feet of storage space. Intelligence Division advises these films have no further historic, investigative, documentary, or evidentiary value. We have archival authority to destroy all closed field files. Bureau, however, has placed 20 year retention period on field files. At time authority requested to destroy these files it was pointed out that originals of reports in these files were filed in permanent files at FBIHQ. It was also pointed out there were additional items of correspondence in the field files were not duplicated in file at FBIHQ but that in the greater majority of cases the information had been made part of

NOTE CONTINUED PAGE 2

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**Letter to Baltimore**  
**Re: Photographic Surveillances**  
**of Communist Meetings**  
**IS-C**

the various reports submitted. Office of Legal Counsel is of opinion that prior authority is not broad enough to permit their destruction. On 10/1/73, SA Paul F. O'Connell, Jr., Chief, Records Section, telephonically contacted Mr. Meyer Fishbein, Chief of Records Appraisal Division, National Archives and Records Service (NARS). Mr. Fishbein said that if these films pertained to a category of files which must be retained indefinitely according to the FBI Records Retention Plan, they should be retained. On the other hand, if these films pertain to cases which have not been designated for permanent retention under this plan they may be destroyed based on prior archival authority. In 1969, NARS did a records management study of the Department of Justice and they also examined our files. NARS subsequently instructed that Bureau create a Records Retention Plan. Purpose of this plan is to insure that records which have a historical, fiscal, and legal value and which document functions and procedures of Bureau operations be retained permanently. NARS specifically included, "Material on crimes of treason, insurrection, or rebellions, sedition, subversion, sabotage, espionage, counterintelligence and related internal security functions," among files which must be retained indefinitely. Internal Security-C investigations fall in this category and for this reason these particular films must be permanently retained.

9-10-73

To: Mr. L. J. Brune, Jr.

From: Office of Legal Counsel

**REQUEST TO DESTROY PHOTOGRAPHIC RECORDS  
OF SURVEILLANCE OF COMMUNIST MEETINGS**

Re Baltimore letter to the Director dated 8-15-73 and  
Mr. Brune's routing slip to Legal Counsel dated 8-29-73.

Referenced Baltimore letter inquired as to the propriety  
of destroying photographic records of surveillance of communist meetings.  
It is noted that the most recent photographs listed by Baltimore are 23  
years old.

Files and records of the FBI, and any other Federal  
agency, may be destroyed following the submission of lists of records  
that do not warrant further preservation to the Administrator of General  
Services (Title 44, United States Code, Section 3303). The Administrator  
then determines whether the disposal of the listed records or classes of  
records, is appropriate.

It is the opinion of the Office of Legal Counsel that the  
material Baltimore has inquired about cannot be destroyed under the  
authority of previous Bureau record destruction lists which have been  
approved by the Administrator.

The Manual of Rules and Regulations, Part II, Section 31),  
8a, page 13, provides that closed files and records in field divisions may  
be destroyed after they become 20 years old. Our authority to destroy  
closed field files is derived upon approval received from the joint Con-  
gressional Committee on the Disposition of Executive Papers, 3-5-46.  
(66-19087-10) The Committee's approval was predicated upon our statement  
that our closed field files contain reports which are duplicates of reports  
permanently maintained at the Bureau, and field correspondence which has,  
in substance, been placed on record at the Bureau as part of the investiga-  
tive reports.

RECORDS  
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The photographs, as described by Baltimore, cannot be considered "correspondence" within the language of the 3-5-46 authorization. If this material is defined as a "report" it could be destroyed only if it has been totally reproduced at the Bureau, thereby enabling us to destroy the field material on the theory that it was merely a duplicate of the Bureau's material.

It should also be noted that as of 6-23-70 the Administrator of General Services has authority to approve record destruction requests without submitting the request to Congress.

In the event that your Division determines that these photographs are no longer needed, it is recommended that the Files and Communications Division be requested to submit Baltimore's request via Standard Form 115 to the Department in the usual form for submission to the Administrator of General Services. It is further recommended that the Training Division advise the field of our new authority in the event our request is approved by the Administrator.