UNITED STATES GOVERNMENT

Memorandum

то

: Mr. McDermottvy

DATE: 3/2/76

FROM

W. L. Bailey

SUBJECT: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

Cook (

Dep. AD Adm. _

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

authority be approved.

1. That the request to amend the existing Archival REC-34, GG-12661

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 66-1980766-19877 CMG:evp

TA

RIL GYO

March 4, 1976

Assistant Attorney General for Administration

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), 0

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

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REQUEST FOR SUTHOR	ITY	DATE RECL.ED	JOB NO. *	
TO DISPOSE OF RECOR	DS			
(See Instructions on Reverse)		_	,	
TO: GENERAL SERVICES ADMINISTRATION				
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		NOTIFICATION TO AGENCY		
1. FROM (AGENCY OR ESTABLISHMENT)		In accordance with the	provisions of 44 U.S.C. 3303a the dis-	
Department of Justice		posal request, including	g amendments, is approved except for sped "disposal not approved" or "with-	
2. MAJOR SUBDIVISION	_	drawn" la columa 10.;:	•	
Pederal Bureau of Investiga	tion	⊣ •		
3. MINOR SUBDIVISION				
Piles and Communications Di	vision			
4. NAME OF PERSON WITH WHOM TO CONFER	S. TEL. EXT.			
William L. Bailey	4870		The state of the s	
CERTIFICATE OF AGENCY REPRESENTATIVE:		(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. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO.	ACTION TAKEN
ga re re an re in	osed files of the Federal Bureau of Investi- tion Field Division containing investigative ports, inter- and intra-office communications, lated evidence, notes, photographs, documents d correspondence prepared, collected or ceived during the course of public business accordance with the FBI investigative ndate.		
of in Bu fu vi Co br ar ar	substance from closed files are contained the permanent files of the Federal treau of Investigation Headquarters until orther disposition is made in accordance th authority contained in the Records ontrol Schedule. (This is an extension and coadening of disposal schedule 1346-S237, exproved 3/5/46, to cover changes in exporting requirements wherein only data is substance is forwarded to Headquarters and other related material no longer erves a useful purpose.)		
<u> </u>	ETENTION		
	estroy 10 years after date of case closing r when administrative needs have been met. hichever is earlier.		D FORM 115
15-106		Revised J	anuary 1973 d by General Ser

ENCLOSURE

FPMR (41 CFR) 101-11.4

CHANGED TO 66-3286-1182X

MAY 18 1976

Dep. AD Adm. Dap. AD Inv. Asst. Dir.: Memorandum77,-16.-1 1/30/76 DATE: . Mr. McDermott Intell. L. Bailey\p ARCHIVAL AUTHORIZATION FOR Training SUBJECT: DESTRUCTION OF BUREAU RECORDS Director Sec'y 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: For record purposes. None. 66-19087 Enclosures, 1 - Mr. York, Room 10853 JEH CMG; pew 14 FEB 10 4376 FEB 18121976 **★ENCLOGUES. ATT**

NOTIFICA In accordance with the proposal request, including items that may be stanged drawn" in column 10. In agency's records; that the records resultion periods specified. Lecture ted documents r 10 years, d relate 80 years of alphabetical ification and Record would	TION TO AGENCE prisions of 44 U.S. amendments, is a d "disposal not ag urchivist of the U	C. 3303s the dis peroved except for approved" or "with-
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APPRAISAL REPORT Disposal Job No. NC1-65-76-1

Approved for Disposal:

The item for which disposal in 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:

CARMELITA S. RYAN

Acting Director

Records Disposition Division

UNITED STATES GOVEK, MENT

Memorandum

:Mr. McDermott TO

FROM

DATE:

1/7/76

Ext. Affaire files & Cam.

Asses Dir. Dep. AD Adm

Dep. AD Inv. Asst. Dir.s

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Spac. Inv. Training . Talashene Rm.

Director Sec'y

W. L. Bailey N 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 66-19087material. REC-38

RECOMMENDATION:

JAN 🚅 1976

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

Enclosure Sunt 1-9-76 150 66-19087

1 - Mr. York, Rm 10835B JEH

CMG:evp (5)

Assistant Attorney General for Administration

January 9, 1976

Director, FBI 66 - 19087 - 0

REC-38
SARCHIVAL 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: evpl (6)my

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

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	REQUEST AUTHORITY	DATE RECEIVED	JOB NO	
	TO DISPOSE OF RECORDS			•
	(See Instructions on Reverse)	_		
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CERTIFICATE	L. Bailey	(Date) Ari	chivist of the U	nited States
1/6/7	that I am authorized to act for this agency in matters pertaining to the disposal of the (s) are not now needed for the business of this agency or will not be needed after the state of the seeded after the state of the seeded after the seeded a	Section	Chi	<u> </u>
Date	(Signature of Agency Representative)	· · · · · · · · · · · · · · · · · · ·	Title) 9:	
5. ITEM NO,	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		SAMPLE OR JOB NO.	ACTION TAKEN
	primarily to individuals from 65 to age. "Master" fingerprint card and index card will be retained for versearching purposes, respectively. be reconstituted and reactivated infuture inquiries. In accordance with the second sec	rification and Record would the event of		
	grant, a microfilm security copy with prepared. (See Job No. NC-65-75-3) RETENTION PERIOD Until ascertained that reproduced made in accordance with GSA regula adequate substitutes for the paper "Master" cards and film will be de	copies have bee tions and are records. stroyed after		
	Prepared. (See Job No. NC-65-75-3 RETENTION PERIOD Until ascertained that reproduced made in accordance with GSA regula	copies have bee tions and are records. stroyed after or when admin-		

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66-19087-60 CHANGED TO 66-16304-260

FEB 27 1976 Kg/g-

UNITED STATES GOVERNMENT Homer R. Hauer, Chief DATE: **JUL 1975** : Records Section, FBI : S. D. Valloric FROM 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 EX-115 REC 67 **5** NOV 3 1975 1 3 1975 Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

INITED STATES OF AMERICA GENERAL SERVICES ADMINISTRATION

National Archives and Records Service Washington, DC 20408



1

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

JUL 1 8 1975 INFORMATION SYSTEMS STAFF

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

United States Senate Office of the Majority Meuder Mashington, D.C. 20510

February 7, 1975

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REPLY DUE:	1 100

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

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,

Enclosure

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REQUEST FOR AUTHOR TO DISPOSE OF RECOR (See Instructions on Reverse)		JUN 2 4 1975	108 NO. NC - 65-75-2	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION Federal Bureau of Investigation		posal request, including	evisions of 44 U.S.C 3303s the dis amendments, is approved except to id "disposal not approved" or "with	
Piles and Communicat In the service of the service		7-14-75 (Date) (Ada-)	James P. Ghew A) chivist of the United States	

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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.

5/22/13	- Homer R. Staner Special a	gent	
Dåte 7. ITEM NO.	(Signature of Agency Representative) 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9: SAMPLE OR JOB NO.	ACTION TAKEN
1.	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 investigation closed in field offices and correspondence not forwarded to FBI Headquarters. Files no longer possess sufficient reference or evidentiary value to merit retention.		
	RETENTION: To be destroyed after completion of investigation and case is closed. Destroy 10 years after date of case closing or when administrative needs have been met, whichever is earlier.	6/21/25	E S
115-106	(6-1705)- O	Revised J Prescribe Admini	D FORM 115 anuary 1973 d by General Service stration 1 CFR) 101–11.4

APPRAISAL REPORT Disposal Job No. NC-65-

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Approved	for	Diaboa	<u></u> .

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

THOMAS W. WADLOW

Director

Records Disposition Division

Director

Records Appraisal Staff ...

UNITED STATES OVERNMENT Dop. AD Inv. $\it 1emorandum$ hoDermott Me DB 7-24-75 DA TE: . L. Bailey ARCHIVAL AUTHORITY FOR DESTRUCTION SUBJECT: OF BUREAU RECORDS (66-19087)211 Based Sri 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: For record purposes. None. CH 45 PARTIES TE ATT. AUTED. REC 22 **14** JUL 31 1975 Enclosure (Sent direct) - Mr. York CMG:mmr m=(4) 5 6 AUG 21 1975

REQUEST FOR THORITY	DATE RECE	JOB NO.		
TO DISPOSE OF RECORDS (See Instructions on Reverse)	JUN 2 4 1975 N.C	65-75-3		
TO: GENERAL SERVICES ADMINISTRATION		ON TO AGENCY		
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				
1. FROM (AGENCY OR ESTABLISHMENT) Department of Justice 2. MAJOR SUBDIVISION	posal request, including amo	ions of 44 U.S.C. 2303a the dis- indments, is approved except for 'disposal net approved' or "with-		
Federal Bureau of Investigat	tion			
3. MINOR SUBDIVISION				
Files and Communications Div	rision	_		
4. NAME OF PERSON WITH WHOM TO CONFER S. 1	TEL EXT.	60/ -00		
Homer R. Hauer	1870 7-14-75 a	ms & Deill		
& CERTIFICATE OF AGENCY REPRESENTATIVE:	(Date) [le, by [Arci	hivist 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 meeded after the ratention periods specified.

7. M 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, for- warded 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.	14 d 1 4 4	
	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 "maste 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.	. ")/ ₃₈
	RETENTION: Destroy "master" cards and film when indivi-		
· ·	duals reach 80 years of age, or when administrative need for records has been met, whichever is earlier.	6/27/25	•

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Disposal Job Mo. MC-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.

THOMAS W.

Director

Records Disposition Division

Director

Records Appraisal Staff

UNITED STATES GLOWMENT

Memorandum

FROM

: Mr. McDermott

H. R. Hauer

DATE: 6/4/75

Dep. AD Ad

Dep. AD IN

Laborators

Legal Coun. Plan. & Eval.

Spec. Inv. Training

Talaphona Rm

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

> 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 Lint 6-4-75 HRe

1 - Mr. York, Room 10835В ЈЕЊС CMG: chs

(CONTINUED - OVER)

3 JUN 17 1975

(4)24

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

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Assistant Attorney General
for Administration

REO

Director, YBI ((- / 9 a () -)

- 101

ARCHIVAL AUTHORIZATION

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)

- 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

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REQUEST FOR THOR TO DISPOSE OF RECOR (See Instructions on Reverse)	RDS	DATE REC	JOB NO.
TO: GENERAL SERVICES ADMINISTRATION- NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTO	IN, DC 20408	NOTIFICA	TION TO AGENCY
1. FROM (AGENCY OR ESTABLISHMENT) Department of Justice 2. MAJOR-SUBDIVISION Federal Bureau of In		pesal request, including	ovisions of 44 U.S.C. 3303a the dis- amendments, is approved except for of "disposal not approved" or "with-
Files and Communicat A NAME OF PERSON WITH WHOM TO CONFER	ions Division		
Homer R. Hauer CERTIFICATE OF AGENCY REPRESENTATIVE:	4870	(Date)	Archivist of the United States

war law mil the wil MOD Pro gra fac wit ade car fin ces Exp	ginal fingerprint cards of individuals, ded to the Federal Bureau of Investigat: enforcement agencies, penal institution itary services, and government agencies exception that one "master" fingerprine be retained for verification purposes of italiance in the "Statement of Microcedures" provision, "A security microphosphic copy will be made and housed in statistics adequate for its safekeeping," that we compare the copy will be equately stored for safekeeping and the copy will serve as the security record of	ion by 2752
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pre	ngerprint, thereby eliminating costly pressing for microfilm copy no longer required tures of \$58,000 to process the curcklog and \$16,000 annually to maintain to ject would be averted.	the o- red. rent
E	- 66-19087-	5/

ENCLOSURE,

UNITED STATES GOVERNMENT MemorandumMr. McDermott H. R. Hauer SUBIECT: ARCHIVAL AUTHORITY FOR DESTRUCTION OF BUREAU RECORDS

Intell,

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. -

DATE: 5-23-75

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:

(3)

(1.19) REC-101

That attached Memorandum to the Department be approved and forwarded.

CMG:jtw

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

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

Dec. AD Adm Don. AD lov. Lest. Dir.; WHLED! MAY 28 1975

REQUEST FOR AUTHOR TO DISPOSE OF RECOR (See Instructions on Reverse)	RDS	DATE RECLIVED	JOB NO.
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	STANDARD FORM 115 Revised January 1973 Prescribed by General's Administration FPMR (41 CFR) 101-11

UNITED STATES ! DVI SIMENT Dep. AD Adm MemorandumAsst. Die.: Mr. Manshall DATE: 7-26-74 P.F. O'Connell 1905/ 33, DESTRUCTION OF FIELD FILES AND RECORDS 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 REC-105 66-17987 (5) 16 AUG 1 1974 BBAUG

Administration GSA Reg. 3-IV-104 115-102
TO: GENERAL
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Department of Justice L MAJOR SUBDIVISION Federal Bureau of Investigation A MINOR SUBDIVISION Files and Communications Division A NAME OF PERSON WITH WHOM TO CONFER Paul F. O'Connell, Jr 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. 7-19-14 Date Frenivist of the United States	Administration SA Reg. 3-IV-106 115-102	TO DISTUSE OF RE		DATE RECI JUL 1 2 1974 DATE APPROVED	JOB NO.	Space tradeur various to landar
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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.

Acting Director

Records Disposition Division

Approved Recommended:

MEYER H. FISHBEIN

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Records Appraisal Staff

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Parameter Including existing, to be submitted to the National Archives and Records Service

16-50429-3 GPO

APPRAISAL REPORT Disposal Job Ho. HC-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

1-16-74 Date

Amproval Recommended

TROMAS W. - WADLOW .

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Acting Director

Records Disposition Division

Approved Recommended:

MEYER H. PISHBEIN

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is achie Director

Records Appraisal Staff

UNITED STATES VEKNMENT Memorandum Des. AD Inv. 6/6/74Mr. Marshall O'Connell DESTRUCTION OF FIELD FILES AND RECORDS 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 We have Archival authority for destruction of wast majority and space. 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. 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 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 to desire to change the period of By way of background, law on destruction of records provides 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. Wannall REC-67 1 - Mr. Adams XEROX - Mr. D. M. Gregory 3 JUN 18 1 1 - Mr. J. C. Coleman (Directors OFFICE JUN 19 1974 - Mr. T. A. Keane 1 Mr. Walsh 4-Mr. Cleveland 3 JUN 18 1974 1 - Mr. Gebhardt -1 - Mr. Jacobson 1 - Mr. Jenkins CONTINUED - OVER

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.

J. gm

May Mr.

Jun/Ad

Acting Assistant Attorney General for Administration

June 17, 1974

Directel FBI

66-19087-5

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:bp;

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

JUN I 8 1974

ENCLOSURE

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10/4/73

Director, FRI

PHOTOGRAPHIC SURVEILLANGES OF COMMUNIST MEETINGS LIP

IS-C

FOR DESTRUCTION OF

Rewriet 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

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, documentory, 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 206-190.87_

58 OCT 1 0 1973!

NOT RECORDED

176 OCT 9 1973

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, expionage, 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.

To:

Mr. L. J. Brune, Jr.

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. Cur authority to destroy closed field files is derived upon approval received from the joint Congressional 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 investigative reports.

66-17-17-NOT RECORDED

126 UU 26 13/-

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.

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