

Mr. S. A. Andretta
Administrative Assistant Attorney General

1/28/53

Director, FBI

Approved / it is intended for Destruction & Disposal

DISPOSAL OF RECORDS

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy the originals of records after they have been microfilmed.

It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action.

Attachment

PFO: fkr
66-3286

1-26-53
ADDENDUM:

On 12-31-52 the Executives Conference approved the microfilming of the "No Record Loyalty Forms" five or more years old.

Approved. see 66-3286-20X

RECORDED-62

66-19287-20X

FEB 4 1953

MAILED 6
JAN 30 1953
OCT 10 1967

TO: _____
FROM: _____
SUBJECT: _____

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. AGENCY OR ESTABLISHMENT
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
W. G. Eames

5. TEL. EXT.
2331

DATE RECEIVED	JOB NO.
DATE APPROVED	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS DATE
	SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(Initial)	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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(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	Standard Forms 84 and 85 "Request for Report of Loyalty Data on Applicants and Appointees" forwarded to the Federal Bureau of Investigation from the U. S. Civil Service Commission. Retention Period: Until ascertained that microphotographic copies obtained are satisfactory duplicates of the original material.		
66-19087-20X			

Statement of Microfilm Procedures

Each type or series of records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping.

The film stock used complies with specifications of the National Bureau of Standards for permanent records.

W. J. Evans

Chief, Records Section
Federal Bureau of Investigation

~~66-19087-20X~~

UJ100 1710110

TO : Mr. J. Edgar Hoover
Director, FBI
FROM : S. A. Andretta
Administrative Assistant Attorney General

DATE July 11, 1952

*R + J
Dunn*

SUBJECT: Archival Authorizations for
Destruction of Bureau
Records

*1/2
11/3*

This will refer to your memorandum of June 17, 1952
in which you request authority to dispose of certain records
in your bureau.

66-3286-478

On June 26, 1952, the Joint Committee on the Disposition
of Executive Papers approved your request for the disposal of
these records after the lapse of the period of time specified.
(H. Rept. 2471, 82d Congress, 2d Session.)

A copy of the disposal schedule as approved by Congress
is attached for your information.

X

66-14081-20

~~66-3286-478~~

10 JUL 18 1952

RECORDED - 44
EX - 13

53 AUG 1 1952

FILE PROCESSED FOR RELEASE
IN CIVIL DISCOVERY
DATE 2/21/78
SEE BUFILE 62-117455

424431

4-1072
[Signature]

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION

Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

W. J. ...

5. TEL. EXT.

2331

DATE APPROVED

6/24/52 *RLB*

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO.

2471

82d CONGRESS

2d SESSION

DATE

7-3-52

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

(signed)

7-9-52
(Date)

Carl L. Lokky
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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

6/23/52
(Date)

W. J. ...
(Signature of Agency Representative)

Administrative

...
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Reports, letters, and related correspondence pertaining to investigations made by Special Agents of the Federal Bureau of Investigation of violations of criminal statutes for which the Federal Bureau of Investigation has or has had investigative jurisdiction. Fore-mentioned investigations have been closed and in an inactive status for ten or more years.</p> <p>Retention Period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>	424433	DISPOSAL APPROVED

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

16-50170-1 GPO

Statement of Microfilm Procedures

For each type or series of records the records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping.

The film stock used complies with specifications of the National Bureau of Standards for permanent records.

W. G. Carnes

Chief, Records Section
Federal Bureau of Investigation

424434

66-19087-23

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD
FROM : MR. ROSEN
SUBJECT: MICROFILMING, RECORDS SECTION

DATE: June 10, 1952

Tolson	
Ladd	
Nichols	
Belmont	
Glavin	
Harbo	
Rosen	
Tracy	
Laughlin	
Tele. Rm.	
Holloman	
Gandy	

The attached memorandum from Mr. W. G. Eames to Mr. Nichols dated May 23, 1952, recommends the microfilming of additional inactive criminal classifications whenever the cases are over ten years old.

The Investigative Division has no objection to this procedure providing the following restrictions are placed on this program:

1. No file should be microfilmed where serials have been placed in file during the past ten years. This restriction is believed necessary in order to retain a limited number of files which are frequently needed for review in connection with certain important or unusual cases. One such case is the Lorus case, which has long been closed, but concerning which frequent correspondence is received. A similar case is the Lindburgh kidnaping case where the same situation exists, and reference to the file is occasionally necessary. *No Big Major Case should be microfilmed.*

2. No file should be microfilmed even though closed for ten years and no subsequent serials have been filed, if the sentence imposed on the subject has not expired. This exception is believed necessary to take care of files in which the subjects received long prison terms. In many such instances, subjects file habeas corpus proceedings even after the lapse of ten or fifteen years, so that it becomes highly important to have complete files readily available. Illustrative of such situations are the Touhy case, which is currently active many years after the original conviction, and the Stolnap case in which the subject currently has petitions before the Court more than fifteen years after his original conviction.

ACTION RECOMMENDED:

With your approval, it is recommended that this memorandum be referred to the Records Section for their information concerning the proposal of microfilming additional criminal classifications.

Attachment

OJK:sal

JRP
OK

RECORDED-77

INDEXED-77

EX. - 80

66-1987-19X

JUN 25 1952

13

Rosen

34493

Mr. S. A. Andretta
Administrative Assistant Attorney General
Director, FBI

June 17, 1952

66-19087-19X

WV

RECORDED-77

DISPOSAL OF RECORDS

Archival Authorization for Destruction of Invent. Property

Attached hereto are the required number of copies of Standard Form 115 requesting authority to destroy the originals of records after they have been microfilmed.

It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action.

Attachment

PFO:mjh
66-3286

e

✓

JUN 17 6 29 PM '52
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

JUN 18 9 43 AM '52
S. DEPT. OF JUSTICE
RECEIVED DIRECTOR

- Mr. Tolson
- Mr. Ladd
- Mr. Clegg
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Albee
- Mr. Belmont
- Mr. Laughlin
- Mr. Mohr
- Mr. Winterrowd
- Miss Gandy

[Handwritten signature]

COMM - FBI
JUN 18 1952
JUL 3 1952

[Handwritten signature]

[Handwritten initials]

OCT 10 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover
Director, F.B.I.
FROM : S. A. Andretta
Administrative Assistant Attorney General
SUBJECT:

DATE: May 19, 1952

66-3286-470 matter

Archival Authorizations for Destruction of Bureau Property

66-3286-470 *P.O. Bonville*

This will refer to your memorandum of April 16, 1952 in which you request authority to dispose of certain records in your bureau.

On April 29, 1952, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records after the lapse of the period of time specified. (H. Rept. 1924, 82d Congress, 2d Session.)

A copy of the disposal schedule as approved by Congress is attached for your information.

ENCL
12-29-52
Microfilming completed
Originals destroyed
P.D.

RECORDED - 122

EX-110

10 MAY 27 1952

66-19087-17
66-3286-470
TINER

10 JUN 10 1952

TABLE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

FROM: AGENCY OR ESTABLISHMENT)
Department of Justice

MAJOR DIVISION:
Federal Bureau of Investigation

MINOR SUBDIVISION:
Records and Communications Division

NAME OF PERSON WITH WHOM TO CONFER
W. G. Parnes

TEL. EXT.
2331

ED _____ JOB NO. _____

DATE APPROVED
4/9/52

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO. 1924	CONGRESS 82d	DATE 7/12/52
	SESSION 2d	

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

(Signed)
Philip C. Brooks
Archivist's Representative.

5/16/52
(Date)

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 _____ 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.
- C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

4-23-52
(Date)

W. G. Parnes
(Signature of Agency Representative)

Administrative
Assistant Attorney General
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Reports, letters and related correspondence pertaining to surveys made by Special Agents of the Federal Bureau of Investigation during the years 1940 and 1942, as to the physical security of industrial plants having Defense Contracts for the War and Navy Departments. These files are known as "Plant Survey Matters". They do not include personnel or policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records</p>		DISPOSAL APPROVED

66-19087-19

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS ¹⁵⁷⁴

DATE: 4-16-52

FROM : W. G. EAMES ^E

SUBJECT: PROPOSED MICROFILMING OF PLANT SURVEY MATTERS, 99 CLASSIFICATION RECORDS SECTION

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Holloman	

PURPOSE:

to advise that Plant Survey Matters, classification 99, has been inactive since 1942 and to recommend that this material be microfilmed in order to assist in alleviating the congestion problem in the Records Section.

To advise that Plant Survey Matters, classification 99, has been inactive since 1942 and to recommend that this material be microfilmed in order to assist in alleviating the congestion problem in the Records Section.

BACKGROUND:

The Bureau, prior to the World War II at the request of the Navy and War Departments, surveyed the security of industrial plants having contracts for these Departments. After January 5, 1942, the responsibility for surveying the security of industrial plants was vested in the War and Navy Departments. The Bureau ceased making plant surveys as of that date.

PRESENT STATUS OF PLANT SURVEY FILES:

There are 7,694 case files occupying 47 filing cabinets in the 99 classification. These files are very seldom reviewed in connection with name check work, and we receive only infrequent requests for the files themselves. It is estimated that these records can be microfilmed in slightly over two weeks' time at a cost of \$720 for film. When the project is completed the microfilm can be filed in less than one half of a filing cabinet as contrasted with 47 filing cabinets at the present time. We do not contemplate microfilming those records pertaining to policy matters or supervision of plant surveys (file 66-6200-99).

RECOMMENDATIONS:

1. That the 99 classification pertaining to Plant Survey Matters be microfilmed.
2. That the attached SF-115, Request for Authority to Dispose of Records, after the records have been microfilmed be forwarded to Mr. S. A. Andretta in the Department.

PFO:mjh
Attachment

Handwritten notes:
66-17837-181
4/16

Handwritten: 66-17837-181

RECORDED-12
INDEXED-12
4/16

Handwritten: 11/12

Mr. S. A. Andretta
Administrative Assistant Attorney General
Director, FBI

April 16, 1952

RECORDED-12
INDEXED-12
DISPOSAL OF RECORDS 66-19087-18X
~~66-3286-177~~

26-1 Attached hereto are the required number of copies of Standard Form 115 requesting authority to dispose of records. This request covers files pertaining to Plant Survey Matters conducted by the Bureau prior to World War II, which are to be microfilmed in order to conserve space.

It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action.

Attachment

PFO:mjh
66-3286

see serial 474-2 of memo.

RECEIVED READING ROOM
APR 16 9 50 AM '52

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OCT 10 1967
MAY 2 1952

COMM - FBI
APR 16 1952
MAILED 28

km

G.L.S.

cl km

TO DISPOSE OF RECORDS

(For instructions on the use of this form see *National Archives Manual on the Disposition of Federal Records*)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FEDERAL AGENCY OR ESTABLISHMENT
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
W. G. France

5. TEL. EXT.
2331

DATE RECEIVED	JOB NO.
DATE APPROVED	
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.

G. 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 _____ 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(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>Reports, letters and related correspondence pertaining to surveys made by Special Agents of the Federal Bureau of Investigation during the years 1940 and 1942, as to the physical security of industrial plants having Defense Contracts for the War and Navy Departments. These files are known as "Plant Survey Matters". They do not include personnel or policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records</p>		✓

66-19087-18X
~~66-321-170~~

TO DISPOSE OF RECORDS

(For instructions on the use of this form see the National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM AGENCY OR ESTABLISHMENT

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records & Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

C. L. Trotter

5. TEL. EXT.

2331

DATE RECEIVED	2/4/52
DATE APPROVED	2/7/52
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	82nd CONGRESS DATE
1291	2nd 1951
NOTIFICATION TO AGENCY	
CHECKED HAS AUTHORIZED FINAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(signed) Philip C. Brooks 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 _____ 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

Nov. 13, 1951 S. A. Andretta
(Date) (Signature of Agency Representative)

Administrative
Assistant Attorney General

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Reports, letters, and correspondence relating to investigations made by Agents of the Bureau of Investigation () from the years 1914 to 1918 concerning Pro-German activities in the United States. These are known as the "Old German Files". The files do not include personnel or policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
2.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) from the years 1908 through 1919 under authority of the laws of the United States. These are case files and do not include personnel or policy matters. The files are sole record copies and are known as "Miscellaneous Files".</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
3.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) from the years 1916 through 1919 concerning neutrality matters. These are case files and do not include personnel and policy matters. The files constitute sole record copies and are known</p>		DISPOSAL APPROVED

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

16-50420-1 GPO

20-11-18

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>as "Mexican Files".</p> <p>Retention period: Until ascertained that microphoto-graphic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		
4.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) in the years 1920 and 1921 under authority of United States laws. These are case files and do not include personnel or policy matters. Files are said record copies and are known as "Bureau Section Files". They are comparable to the "Miscellaneous Files" in item #2.</p> <p>Retention period: Until ascertained that microphoto-graphic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
5.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) from the years 1912 to 1919 concerning violations of a law of Congress, The White Slave Traffic Act. These are case files and do not include personnel and policy matters. Sole record copies.</p> <p>Retention period: Until ascertained that microphoto-graphic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records</p>		DISPOSAL APPROVED

Office Memorandum

UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover
Director, FBI
FROM : Mr. S. A. Andretta
Administrative Assistant, Attorney General
SUBJECT:

DATE: March 28, 1952

Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Tolson	<input type="checkbox"/>
Mr. Clegg	<input type="checkbox"/>
Mr. Glavin	<input checked="" type="checkbox"/>
Mr. Harbo	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input type="checkbox"/>
Mr. Nease	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Mr. Holloman	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

Wm. Nichols

*Review, Memorandum
for Destruction of
Bureau Property
1 incl
108*

This will refer to your memorandum dated November 6, 1951 in which you request authority to dispose of certain records in your bureau after they have been microfilmed. 66-16304-50

On January 17, 1952, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records after the lapse of the period of time specified. (H. Rept. 1291, 82nd Cong., 2nd Sess.).

A copy of the disposal schedule as approved by Congress is attached for your information.

RECORDED - 108

66-19087-10
~~66-3200-467~~

APR 3 1952

SA [unclear]

DISPOSAL OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Records & Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
G. L. Trotter

5. TEL. EXT.
2331

16 1951		JOB NO.
DATE APPROVED 11/7/52		352-81128
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO. 1291	62d CONGRESS	DATE 2-4-52
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
2/7/52 <i>[Signature]</i> (Date) <i>[Title]</i> 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 _____ 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.
- C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

Nov. 13, 1951
(Date)

[Signature]
(Signature of Agency Representative)

Administrative
Assistant *[Signature]* General
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Reports, letters, and correspondence relating to investigations made by Agents of the Bureau of Investigation (FBI) from the years 1914 to 1918 concerning Pro-German activities in the United States. These are known as the "Old German Files" and are sole record copies, arranged by cases. The files do not include personnel or policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
2.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) from the years 1908 through 1919 under authority of the laws of the United States. These are case files and do not include personnel or policy matters. The files are sole record copies and are known as "Miscellaneous Files".</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
3.	<p>Reports, letters, memoranda and correspondence</p> <p>66-19087-17</p>		DISPOSAL APPROVED

cc of the
records in
66-16304-80

6 MAR 29 1952

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

16-5042-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>relating to investigations made by Special Agents of the Bureau of Investigation (FBI) from the years 1916 through 1919 concerning neutrality matters. These are case files and do not include personnel and policy matters. The files constitute sole record copies and are known as "Mexican Files".</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		
4.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigation (FBI) in the years 1920 and 1921 under authority of United States Laws. These are case files and do not include personnel or policy matters. Files are sole record copies and are known as "Bureau Section Files". They are comparable to the "Miscellaneous Files" in item #2.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED
5.	<p>Reports, letters, memoranda and correspondence relating to investigations made by Special Agents of the Bureau of Investigations (FBI) from the years 1912 to 1919 concerning violations of a law of Congress, The White Slave Traffic Act. These are case files and do not include personnel and policy matters. Sole record copies.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		DISPOSAL APPROVED

Statement of Microfilm Procedures

to be followed on Job No. 352 - S228

For each type or series of records the records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping.

The film stock used complies with specifications of the National Bureau of Standards for permanent records.

C. L. Trotter

JPB
1/17/57

E
E

APPRAISAL REPORT

Disposal Job No. 352-9228

Approval recommended:

Item 1-5, because the microphotographic copies will suffice for all administrative, legal, research, or other purposes which the paper records now serve or might serve in the future. - The carrying out of the procedures in microfilming the records which the FBI has stated it will follow (as per the attached statement) should be an adequate implementation of the regulations of the National Archives Council designed to assure that the microphotographic copies will be adequate substitutes for the original records. - The agency has made provision for the preservation of a security copy of the films in fire-proof type metal cabinets.

Hardee Allen

Hardee Allen

January 15, 1952

B.A.

Approved

Philip Brooks 1/17/52

Chief Archivist
Diplomatic and Judicial Records Branch

ORIGINAL FILE IN 66-16-208

~~100-6-7-70~~

NOT RECORDED
149 NOV 27 1951

66-1987-1
1
208

Attachment
WMM:dm

The Records Section has presently begun the task of microfilming this material, but, of course, none of it will be destroyed until this request has had the necessary approval. Even though this material is being microfilmed, it is essential that the National Archives and a Committee of Congress go through the steps of approving the destruction.

Four copies of the necessary forms in order to request authority to destroy the original records of the above listed files subsequent to their being microfilmed. The microfilming and subsequent destruction of this old material was approved by the Bureau as reflected in my memo to you dated 8-8-51.

Attached is memo to Mr. Andretta, Administrative Assistant Attorney General, forwarding an original and four copies of the necessary forms in order to request authority to destroy the original records of the above listed files subsequent to their being microfilmed. The microfilming and subsequent destruction of this old material was approved by the Bureau as reflected in my memo to you dated 8-8-51.

Archival Authorization for Destruction of Bureau Reports
REQUEST FOR AUTHORITY TO DESTROY
THE OLD GERMAN, MEXICAN, MISCELLANEOUS,
BUREAU SECTION AND ALPHABETICAL WSTA
FILES AFTER MICROFILMING

C. L. PROFFER
MR. NICHOLS

11-1-51

66-19087

11-6-51

Mr. S. A. Andretta
Administrative Assistant
Attorney General

28827

Director, FBI

Request for Authority to Destroy
the Old German, Mexican, Miscellaneous,
Bureau Section and Alphabetical WSTA
Files after Microfilming

Attached hereto are the required number of copies of
Standard Form 115 requesting authority to dispose of records.
This disposal list covers five categories of old files in pos-
session of the FBI, which files are to be microfilmed to con-
serve space.

It is requested that this material be forwarded to the
National Archives for appropriate action.

Attachment

WMM:dw

79 JUN 11 1967
DEC 10 1951

ORIGINAL FILE IN 66-16304-80

39245

66-19087-16

Mr. C. A. Andretta
Administrative Assistant Attorney General
John Edgar Hoover, Director
Federal Bureau of Investigation

January 9, 1952

INDEXED - 26
RECORDED - 26
~~Disposition of Certain Bertillon Criminal Identification Cards~~

Reference is made to your memorandum of January 3, 1952, concerning the above entitled matter, transmitting a communication from the National Archives concerning a request for authority to dispose of Bertillon criminal identification cards of this Bureau and its predecessors from 1896 to 1924.

You are advised that this Bureau has no objection to the destruction of these records. The enclosures transmitted with your communication are returned herewith.

M. J. [Signature]

JAN 10 10 33 AM '52
U. S. DEPT. OF JUSTICE
RECEIVED

COMM - FBI
JAN 10 1952
MAILED 20

50 FTD
1952

RECEIVED
JAN 10 6 01 AM '52
[Handwritten signatures and initials]

Office Memorandum

UNITED STATES GOVERNMENT

Mr. Tolson	<input checked="" type="checkbox"/>
Mr. Ladd	<input checked="" type="checkbox"/>
Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Belmont	<input type="checkbox"/>
Mr. Clegg	<input type="checkbox"/>
Mr. Glavin	<input type="checkbox"/>
Mr. Harbo	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input checked="" type="checkbox"/>
Mr. Laughlin	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Mr. Nease	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

TO: Mr. J. Edgar Hoover
 Director, Federal Bureau of Investigation

FROM: Mr. S. A. Andretta
 Administrative Assistant Attorney General

DATE: January 3, 1952

Re: Disposition of certain Bertillon criminal identification cards
Archival Authorizations for Destruction
 of Bureau Property

In the attached communication from the National Archives, it is proposed to submit to Congress a request for authority to dispose of Bertillon criminal identification cards of your Bureau and its predecessors for the years 1896-1924. These records which are in his legal custody do not appear to him to have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government.

It will be appreciated if you will inform this office as to whether the Bureau has any objection to the destruction of these records:

66-19087-16

ENCLOSURE

JAN 5 1952

50 FEB 10 1952

RECORDED - 25

JAN 25 1952

EX-130

9-52
 [Handwritten initials and notes]

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington 25, D. C.

December 26, 1951



Mr. Salvador A. Andretta
Administrative Assistant Attorney General
Department of Justice
Washington 25, D. C.

Dear Sir:

The Archivist of the United States proposes to submit to Congress a request for authority to dispose of Bertillon criminal identification cards of the Federal Bureau of Investigation and its predecessors for the years 1896-1924. These records, which are in his legal custody, do not appear to him to have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government. A copy of the request, which has been assigned National Archives job No. 352-84, is enclosed.

In accordance with section 4 of the act of Congress approved July 7, 1943 (57 Stat. 380), the written consent of the Attorney General to the submission of this request to Congress is requested.

Sincerely yours,

Philip C. Brooks
Chief Archivist
Diplomatic and Judicial Records Branch

Enclosure:

44-4-7-14	
DEPARTMENT OF JUSTICE	REC'D
21 DEC 27 1951	CO
RECORDS BRANCH	D
MR. di GIROLAMO	

66-19087-16
ENCLOSURE 66-3286-464

TO DISPOSE OF RECORDS

(For Instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

1. MAJOR SUBDIVISION
National Archives

2. MINOR SUBDIVISION
**Diplomatic and Judicial Records Branch
Justice and Executive Section**

4. NAME OF PERSON WITH WHOM TO CONFER _____ & TEL. EXT. _____

DATE RECEIVED
DEC 14 1951

JOB NO.
352 - 84

DATE APPROVED
12/26/51 [Signature]

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 _____ 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.
- C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

Dec 13, 1951 *Philip Brooks*
(Date) (Signature of Agency Representative)

Chief Archivist
Diplomatic & Judicial Records Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Predecessor records of the Federal Bureau of Investigation of the Department of Justice, consisting of Bertillon criminal identification cards, containing photographs and body measurements, made by the Federal and State prisons and local police departments under the obsolete Bertillon System of Identification, except for one (1) linear foot of the cards that have been selected for retention. These cards were accumulated by the Bureau of Criminal Identification of the Department of Justice and the National Bureau of Criminal Identification of the International Association of Chiefs of Police, and transferred to the Bureau of Investigation (later to become the Federal Bureau of Investigation) in 1903. 1896-1924.		

66-19087-16
66-2226-464
ENCLOSURE

APPRAISAL REPORT

Disposal Job No. 352-84

Approval recommended

Item 1, because these records, which consist of Bertillon criminal identification cards made by Federal and State prisons and local police departments under the obsolete Bertillon, or anthropometric, System of Identification, have for many years had no administrative value, and no service requests of any kind have been made for them. They have been declared by officials of the Federal Bureau of Investigation to be without administrative value to that agency, and the Department of Justice has stated they are not needed in its transaction of current business. They possess no value for legal purposes, for protection of private rights, or for documentation of the work of an agency, and it is believed that a small sample of them would be adequate to meet any research use to which they might be put.

The cards were accumulated by the Bureau of Criminal Identification of the Department of Justice (whose records and functions were transferred to the Bureau of Investigation in 1923) and by the National Bureau of Criminal Identification of the International Association of Chiefs of Police, which presented its cards to the Department of Justice in 1923. The cards were made a part of the records of the Bureau of Investigation, which later became the Federal Bureau of Investigation. The Bertillon System of Identification gradually became obsolete and by 1924 the Bureau of Investigation was taking fingerprint records only. Correspondence and other material in the predecessor records of the Federal Bureau of Investigation and in the Annual Report of the Attorney General of the United States record in some detail the replacement of the Bertillon System by the fingerprint system.

There are an estimated 191,000 of these cards (usually 5 1/2" x 6"), with the following data: photograph of criminal, usually front and profile views; Bertillon measurements, covering some twelve parts of the anatomy; descriptive and vital information; race and criminal record; fingerprints and fingerprint classification in some cases; and marks, such as scars, moles, and tattooing.

A portion of the Bertillon cards (one linear foot) is to be retained, selected to represent the various offices and locations at which they were created, the different forms used, and to preserve cards for the several

years during which they were being created. It is believed that the selection made will be adequate for any research use that might be made of these records by criminologists or others.

Maiselle Kerner

Maiselle Kerner
December 21, 1951

Approved

Philip C. Brooks 12/26/51

Chief Archivist
Diplomatic and Judicial Records Branch

F

Office Memo *im* • UNITED STATES GOVERNMENT

TO: Mr. J. Edgar Hoover
Director, F.B.I.
FROM: Mr. S. A. Andretta
Adm., Asst. Attorney General

DATE: February 26, 1951

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Archival Authorizations for
Destruction of Bureau Property

This will refer to your memorandum of December 29, 1950, in which you submitted a disposal schedule (N.A. Form 115) requesting authority to destroy "extra" copies of fingerprint cards of persons who have died.

On January 16, 1951 the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records. (House Rept. 119, 82nd Congress, 1st. Session.)

A copy of the disposal schedule, as approved by Congress, and samples are enclosed for your information.

66-3286-449

*Retention
of
Records
of
Persons
Who
Have
Died*

*ENC
Attached in hand
filed - FBI 372483
by Jean
Matter of instruction
March 1951
3/19/51
JH*

RECORDED - 921
INDEXED - 92
66-19087-13
MAR 13 1951
34

EX-22

MAY 31 1951

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: **THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

F. W. Waikart

5. TEL. EXT.

651

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 by the list or schedule of _____ 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(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

Fingerprint cards of persons who have died with the exception that one "master" fingerprint card shall be retained. The fingerprint cards to be destroyed are sole record copies; however, a "master record sheet (T-2)" bears a record of all fingerprint cards received on the individual. The cards to be destroyed include, but are not restricted to, criminal, non-criminal, military service, U.S. Civil Service, and alien registration fingerprints received from law enforcement agencies, other governmental agencies, and private industry. Retention period: Until proper notification of death of individual in whose file there is more than one fingerprint card."

X

COPY

SENT BY MESSENGER
COMMUNICATIONS
JAN 8 1951 BR

66-19087-15

66-3284-451

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

16-50423-1 GPO

DATE RECEIVED <u>Jan 9, 1951</u>	JOB NO. <u>351-5190</u>
DATE APPROVED <u>1-16-51 MWP</u>	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. <u>119</u>	DATE <u>1st</u> CONGRESS <u>2-155</u> SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
<u>2-20-51</u> (Date)	(Signed) <u>Marcus W. Price</u> Archivist's Representative

Mr. S. A. Andretta
Administrative Assistant Attorney General December 29, 1950
Director, FBI

Request for Authority to Dispose of Records

RECORDED - 50
~~66-3286-167~~ 66-19087-147
~~66-3286-447~~

Attached are 4 copies of Standard Form No. 115, requesting authority to destroy "extra" copies of fingerprint cards of persons who have died. A master fingerprint card is to be retained as well as a record of the fingerprint cards which would be destroyed.

It is requested that the disposal schedule be referred to U. S. Archives.

Attachments
WMM:eo

X
ENCL
50

127
50

JAN 3 12 29 PM '51
U. S. DEPT. OF JUSTICE
RECEIVED - DIRECTOR
F. B. I.

JAN 3 11 58 AM '51
RECEIVED
F. B. I.
U. S. DEPT. OF JUSTICE
ROOM

- Tolson
- E. A. Tamm
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Mohr
- Winterrowd
- Tele. Room
- Nease
- Holloman

JUN 9 1967
JAN 24 1951
MAILED
JAN 8 1951
COMM - FBI

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Dept of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

F. H. Weikert

5. TEL. EXT.

652

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 _____ 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(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>Fingerprint cards of persons who have died with the exception that one "master" fingerprint card shall be retained. The fingerprint cards to be destroyed are sole record copies; however, a "master record sheet (7-2)" bears a record of all fingerprint cards received on the individual. The cards to be destroyed include, but are not restricted to, criminal, non-criminal, military service, U.S. Civil Service, and alien registration fingerprints received from law enforcement agencies, other governmental agencies, and private industry. Retention period: Until proper notification of death of individual in whose file there is more than one fingerprint card.</p> <p><i>Bureau file copy</i></p> <p><i>66-3256-154</i></p> <p><i>66-19887-114</i></p> <p align="center">ENCLOSURE</p>	X	

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

16-50420-1 GPO

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: December 28, 1950

FROM : G. J. Engert

SUBJECT: DEAD FINGERPRINT FILE
IDENTIFICATION DIVISION

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Archival Authorization for Destruction of Bureau Property

Reference is made to my memorandum of December 21, 1950, in connection with the destroying of fingerprint cards of deceased individuals.

I have talked with SA W. M. May of the Records Section who is handling the assignment for contacting the officials of the National Archives in connection with this matter. There is attached fingerprint jacket FBI-#372485. These are the fingerprint cards which are to be considered for destruction and this jacket, FBI-#372485, is being submitted for transmittal to the National Archives for their consideration.

Attachment

GJE:fw

Detached & submitted to N.A. Archives - Name Andretta 12/29/50

66-19087-147
16-3280-1177
169

RECORDED - 50

JAN 12 1951

[Handwritten initials]

[Handwritten initials]

[Handwritten mark]

Off. Mc

UNIT

ERNMENT

TO : Mr. J. Edgar Hoover
Director, F.B.I.

35914

DATE: December 15, 1950

FROM : Mr. S. A. Andretta
Administrative, Assistant Attorney General

Mr. Ladd	
Mr. Clegg	
Mr. Glavin	
Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Belmont	
Mr. Mohr	
Tele. Room	
Mr. Nease	
Miss Gandy	

SUBJECT: Archival Authorizations for
Destruction of Bureau Property

This will refer to your memorandum of September 18, 1950 in which you submitted a disposal schedule (N.A. Form 115) listing 40 different categories of records for destruction.

66-3286-437

Holloman

On December 11, 1950 the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records after the lapse of a definite period of time. (House Rept. 3180, 81st Congress, 2nd Session.)

A copy of the disposal schedule, as approved by Congress, and samples are enclosed for your information.

ENCLOSURE BEHIND FILE

*1-16-53
submitted Division
on date of items 1-5 and
shipped returned as result of
which number 1-16-53
PTO*

*Enclosed with
copies of items 40
samples destroyed
Jan 15 1951
M...*

66-19087-14

RECORDED 40

JAN 9 1951

52 JAN 15 1951

adm. A

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION
35915
FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION
RECORDS AND COMMUNICATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
F. W. WALKERT

5. TEL. EXT.
621

LEAVE BLANK

DATE RECEIVED Oct 11-1950	JOB NO. 351-5114
DATE APPROVED 11-2-50 MWP.	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. 3180	81st CONGRESS 2nd SES. NOV. 12-8-50
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(signed) Marcus W. Price Archivist's Representative.	
10-11-50 (Date)	

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 _____ 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.
- C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

Oct 10, 1950 (Date) *S. H. Indretta* (Signature of Agency Representative) *Administrative Assistant City Clerk* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<i>Indretta</i> Uniform Crime Reports from Police Departments and Law Enforcement Agencies and all papers properly filed therewith. These reports are incorporated into consolidated reports, copies of which are prepared for permanent retention. All record copies. <u>Retention periods:</u> Until such time as data and information in reports are posted to permanent records.	X	<i>disposal approved</i>
2	Correspondence to and from private persons, corporations, organizations, Federal agencies of the U.S. and police and Federal Agencies of foreign governments concerning the receipt or transmission of fingerprints and criminal records, including police bulletins and related informative papers received from the police, federal, and foreign agencies mentioned. (A broadening of disposal schedule 345-3366.) All record copies. <u>Retention periods:</u> Until action has been taken or information posted on permanent Identification Division records.	X	<i>disposal approved</i>
3	Administrative correspondence with the field offices relating to, but not restricted to, subjects such as 66-19087-14	X	

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

66-3-56-443

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p>case status and follow-up letters, the holding of police schools and conferences, the making of speeches before various public groups, the movement of personnel and supply and equipment. This correspondence is of no value after information is posted to permanent records or the necessary action is taken. All record copies.</p> <p><u>Retention periods:</u> Until contents noted and posted to permanent record cards or necessary action taken.</p>		
12	<p>Daily sign-in register sheets, form CC 154 and all papers properly filed therewith. All record copies, however, information is posted to time and attendance cards.</p> <p><u>Retention periods:</u> 3 years.</p>	I	<i>disposal approved</i>
13	<p>Inventory sheet, form CC-103, and all papers properly filed therewith. All record copies, however, information is posted to permanent record cards.</p> <p><u>Retention periods:</u> 3 years.</p>	I	<i>disposal approved</i>
14	<p>Miscellaneous correspondence with the public as result of requests and inquiries generally of a routine nature and usually involving the supply of duplicated informative material to the inquirer. Involves no administrative action, no policy decisions and no special compilation or research for reply. (Similar to general schedule Number 3, item 6). All record copies.</p> <p><u>Retention periods:</u> Until answer has been made.</p> <p>ITEMS 7 THROUGH 10 PERTAIN TO FIELD OFFICE FILES IN WHICH THE MATERIAL IS DUPLICATED ACTUALLY OR IN SUBSTANCE AT THE SEAT OF GOVERNMENT.</p>	I	<i>disposal approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7. ✓	<p>Administrative files of individual personnel containing such papers as property receipts, duplicate copies of vouchers and memoranda concerning persons to be notified in case of emergency. Does not include papers of a personnel nature concerning efficiency or conduct.</p> <p><u>Retention periods:</u> 1 year.</p>	X	<i>disposed approved</i>
8. ✓	<p>Monthly administrative report, form FD 29, 29a, 29b and all papers properly filed therewith. Originals retained at the Seat of Government.</p> <p><u>Retention periods:</u> 1 year.</p>	X	<i>disposed approved</i>
9. ✓	<p>Daily reports of Special Agents in field divisions, form FD 28 and all papers properly filed therewith. All record copies.</p> <p><u>Retention periods:</u> ^{ant} 3 year.</p>	X	<i>disposed approved</i>
10. ✓	<p>Automobile register form FD 73 and all papers properly filed therewith. All record copies.</p> <p><u>Retention periods:</u> 1 year.</p>	X	<i>disposed approved</i>
11. ✓	<p>Field office automobile files containing reports on condition and maintenance, inspections, repair orders, cost of maintenance reports and related papers on FBI automobiles. All record copies.</p> <p><u>Retention periods:</u> 1 year, from date of most recent paper in file for automobiles disposed of. <i>3 years for automobiles in use.</i></p>	X	<i>disposed approved</i>
12. ✓	<p>Purchase authority form CG 188 and all papers properly filed therewith.</p> <p><u>Retention periods:</u> 1 year.</p>	X	<i>disposed approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13. ✓	Field office charge out records of non-expendable property including form FL 79 and all papers properly filed therewith. <u>Retention period: 1 year.</u>	X	<i>disposal approved</i>
14. ✓	Field office memoranda of an administrative nature, the purpose of which are to give instructions or information to field office personnel. This material is printed or duplicated and the substance of information therein is carried in other files. All record copies. <u>Retention period: 1 year.</u>	X	<i>disposal approved</i>
15. ✓	Field office register number 2, recording arrivals and departures of personnel and all papers properly filed therewith. <i>between Field Division and register #3 recording date arrivals, itineraries and departures of agents within the Field Division and all papers properly filed therewith.</i> <u>Retention period: 1 year.</u>	X	<i>disposal approved</i>
16. ✓	Field Office files containing letters from Seat of Government transmitting War Savings Bonds and/or pay checks for employees whose names are listed thereon. Information posted on records at Seat of Government. <u>Retention period: 1 year.</u>	X	<i>disposal approved</i>
17. ✓	Correspondence in field office files concerning office supplies and equipment, including but not restricted to, addressograph plates, requisition forms, ammunition, picture films, etc. <u>Retention period: 1 year.</u>	X	<i>disposal approved</i>
18. ✓	Field office assignment cards on investigative cases which have been closed. All record copies.	X	<i>disposal approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Retention period:</u> 1 year after base closed.		
19. ✓	Field office correspondence regarding office forms used, and including samples of obsolete and current forms used and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	<i>disposed approved</i>
20. ✓	Field-office files containing instructional matters and correspondence pertaining to the use of government transportation requests and all papers properly filed therewith. Record copies exist at Seat of Government. <u>Retention period:</u> 1 year.	I	<i>disposed approved</i>
21. ✓	Correspondence to and from the Seat of Government relating to the F.B.I. Recreational Association and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	<i>disposed approved</i>
22. ✓	Scientific training record form FD 41 and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	<i>disposed approved</i>
23. ✓	Field office files containing memoranda and correspondence concerning personnel scheduled for week-end and night duty and all papers properly filed therewith. <u>Retention period:</u> 1 year.	I	<i>disposed approved</i>
24. ✓	The general administrative file of field offices containing correspondence and papers relating to the administration of the office as a whole rather than to individual personnel. Does not include papers of a	I	<i>disposed approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>personal nature relating to efficiency or conduct. Record copies exist at the Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>		<i>disposed approved</i>
25. ✓	<p>Field office files containing correspondence and papers regarding the procurements, maintenance, inspection and condition of firearms and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
26. ✓	<p>Field office files containing correspondence and papers concerning the transportation of employees' household goods and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
27. ✓	<p>Field office files containing reports, correspondence and papers relating to inspection of all phases of the office, such as condition of equipment, efficiency of methods and personnel, delinquencies, etc. Record copies maintained at the Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
28. ✓	<p>Field Office files containing correspondence, instructions and papers relating to jails approved for the retention of federal prisoners.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
29. ✓	<p>Field office files containing correspondence and instructions relating to leave matters in general.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<p>Field office files containing correspondence, instructions and papers relating to photographic, photostatic, radio and technical equipment of all kinds maintained in the office.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
11.	<p>Field office files containing receipts for non-extendable property charged to personnel of the office, including form CC-5 and related papers.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
12.	<p>Field office files containing Receiving Slips, form FD 12 and 13 and all related papers concerning expendable and non-expendable property.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
13.	<p>Field office files containing form FD-31 (Number 1 register) indicating daily arrivals and departures of office personnel and all papers properly filed therein. All record copies, but information is posted to time and attendance cards at Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
14.	<p>Field office files containing correspondence, instructions and papers concerning salary matters and all papers properly filed therein.</p> <p><u>Retention period:</u> 3 years.</p>	X	<i>disposed approved</i>
15.	<p>Field office files containing speech material for public relations work, including write-ups of interesting cases. <u>Excluding</u> one copy of each interesting case and any other material deemed of continuing interest and value to the field office.</p>	X	<i>disposed approved</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

of _____ pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Retention period:</u> 3 years.		
36. ✓	Field office files containing miscellaneous correspondence with the Seat of Government and with public individuals concerning speeches and the giving of speeches, including all papers properly filed therewith. <u>Retention period:</u> 3 years.	X	<i>disposed approved</i>
37. ✓	Field office files containing correspondence and papers relating to the training of police and law enforcement officers including the FBI National Academy personnel. <u>Retention period:</u> 3 years.	X	<i>disposed approved</i>
38. ✓	Field office files containing correspondence, reports and papers relating to FBI Laboratory matters including examinations performed for other law enforcement agencies. <u>Retention period:</u> 3 years.	X	<i>disposed approved</i>
39. ✓	Field office files containing copies of various vouchers, including standard forms 1012a, 1034a, 1043, 1030a and all papers that specifically support the expenditures. Record copies maintained at the Seat of Government at least 5 years and originals with General Accounting Office. <u>Retention period:</u> 3 years.	X	<i>disposed approved</i>
40. ✓	Field office files containing correspondence and papers relating to research matters, or the gathering of general background information about persons or things to identify them but entirely separate from investigative activities. Copies on record at Seat of Government.	X	<i>disposed approved</i>

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

16-50429-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Retention period:</u> 3 years.</p> <p>221+</p>		

S. A. Andretta
Administrative Assistant Attorney General
Director, FBI

September 18, 1950

Destruction of FBI Records

Archival Authorization for Destruction of Bureau Property

Attached are copies of a disposal schedule prepared for submission to Archives which lists 40 different categories of records for destruction. The majority of items pertain to administrative material accumulating in our field offices and which is duplicated in whole or in substance at the Seat of Government. Where indicated representative samples are attached.

Attachments
WAM:rab

66-19087-13K

RECORDED - 45

INDEXED - 45

RECEIVED DIRECTOR
FBI
U.S. DEPT. OF JUSTICE
OCT 4 3 45 PM '50

JUN 14 1967
158-1557

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION

REC'D AND COMMUNICATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

F. E. WATSON

5. TEL. EXT.

451

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 _____ 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(Date)

(Signature of Agency Representative)

(Title)

DATE RECEIVED	JOB NO.	
DATE APPROVED		
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	

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Uniform Crime Reports from Police Departments and Law Enforcement Agencies and all papers properly filed therewith. These reports are incorporated into consolidated reports, copies of which are prepared for permanent retention. All record copies. <u>Retention period:</u> Until such time as data and information in reports are posted to permanent records.	X	
2.	Correspondence to and from private persons, corporations, organizations, Federal Agencies of the U.S. and police and Federal Agencies of foreign governments concerning the receipt or transmission of fingerprints and criminal reports, including police bulletins and related informative papers received from the police, federal, and foreign agencies mentioned. (A broadening of disposal schedule 115-1100.) All record copies. <u>Retention period:</u> Until action has been taken or information posted on permanent Identification Division records.	X	
3.	Administrative correspondence with the field offices relating to, but not restricted to, subjects such as 66-19087-15X 437		

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

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>case status and follow-up letters, the holding of police schools and conferences, the making of speeches before various public groups, the movement of personnel and supply and equipment. This correspondence is of no value after information is posted to permanent records or the necessary action is taken. All record copies.</p> <p><u>Retention period:</u> Until contents noted and posted to permanent record cards or necessary action taken.</p>		
4.	<p>Daily sign-in register sheets, form CC 12, and all papers properly filed therewith. All record copies, however, information is posted to time and attendance cards.</p> <p><u>Retention period:</u> 3 years.</p>	X	
5.	<p>Inventory sheet, form CC-10, and all papers properly filed therewith. All record copies, however, information is posted to permanent record cards.</p> <p><u>Retention period:</u> 3 years.</p>	I	
6.	<p>Miscellaneous correspondence with the public as result of requests and inquiries generally of a routine nature and usually involving the supply of duplicated informative material to the inquirer. Involves no administrative action, no policy decisions and no special compilation or research for reply. (Similar to general schedule number 3, item 6). All record copies.</p> <p><u>Retention period:</u> Until answer has been made.</p>	I	✓
	<p>ITEMS 7 THROUGH 10 REFERRED TO FIELD OFFICE FILES IN WHICH THE MATERIAL IS MAINTAINED ACTUALLY OR IN SUB-STANCE AT THE TIME OF C. W. HARRIS.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	Administrative files of individual personnel containing such papers as property receipts, duplicate copies of vouchers and memoranda concerning persons to be notified in case of emergency. Does not include papers of a personal nature concerning efficiency or conduct. <u>Retention period:</u> 1 year.	X	
8.	Monthly administrative report, forms FD 29, 29a, 29b and all papers properly filed therewith. Originals retained at the Seat of Government. <u>Retention period:</u> 1 year.	I	
9.	Daily reports of Special Agents in field divisions, form FD 28 and all papers properly filed therewith. All record copies. <u>Retention period:</u> 3 years.	X	
10.	Automobile register form FD 73 and all papers properly filed therewith. All record copies. <u>Retention period:</u> 1 year.	X	
11.	Field office automobile files containing reports on condition and maintenance, inspections, repair orders, cost of maintenance reports and related papers on FBI automobiles. All record copies. <u>Retention period:</u> 1 year, from date of most recent paper in file for automobiles disposed of, 3 years for automobiles in use.	X	
12.	Purchase authority form GS 183 and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	<p>Field office charge out records of non-expendable property including form FD 79 and all papers properly filed therewith.</p> <p><u>Retention period:</u> 1 year.</p>	I	
14.	<p>Field office memoranda of an administrative nature, the purpose of which are to give instructions or information to field office personnel. This material is printed or duplicated and the substance of information therein is carried in other files. All record copies.</p> <p><u>Retention period:</u> 1 year.</p>	I	
15.	<p>Field office register #2 recording arrivals and departures of personnel between Field Divisions and register #3 recording daily arrivals, itineraries and departures of Agents within the Field Division and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	I	
16.	<p>Field office files containing letters from Seat of Government transmitting War Savings Bonds and/or pay checks for employees whose names are listed thereon. Information posted on records at Seat of Government.</p> <p><u>Retention period:</u> 1 year</p>	I	
17.	<p>Correspondence in field office files concerning office supplies and equipment, including but not restricted to, addressograph plates, requisition forms, ammunition, picture files, etc.</p> <p><u>Retention period:</u> 1 year.</p>	I	
18.	<p>Field office assignment cards on investigative cases which have been closed. All records copies.</p>	I	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Retention period:</u> 1 year after case closed.		
19.	Field office correspondence regarding office forms used, and including samples of obsolete and current forms used and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	
20.	Field-office files containing instructional matters and correspondence pertaining to the use of government transportation requests and all papers properly filed therewith. Record copies exist at Seat of Government. <u>Retention period:</u> 1 year.	X	
21.	Correspondence to and from the Seat of Government relating to the F.B.I. Recreational Association and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	
22.	Scientific training record form FD 41 and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	
23.	Field office files containing covercards and correspondence concerning personnel scheduled for week-end and night duty and all papers properly filed therewith. <u>Retention period:</u> 1 year.	X	
24.	The general administrative files of field offices containing correspondence and papers relating to the administration of the office as a whole rather than to individual personnel. Does not include papers of a	X	